

# Reference Request Letter

Dear [Referee's Name],

I hope this message finds you well. I am reaching out to kindly request a reference as I pursue a position in hotel management at [Hotel Name].

During my time at [Previous Employer/Hotel Name], I had the pleasure of working under your guidance and would greatly appreciate your support in providing a reference based on my performance and work ethic.

The role I am applying for requires strong leadership and exceptional guest service skills, qualities I strived to develop while part of your team. Your perspective on my contributions would be invaluable to my application.

If you are willing to provide a reference, please let me know if you need any additional information or if there is anything that I can provide to assist you.

Thank you very much for considering my request. I am looking forward to your positive response.

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your LinkedIn Profile or Relevant Link]