

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reference on my behalf as I pursue new opportunities in management within the hospitality industry. Working under your supervision at [Company Name] from [Start Date] to [End Date] has been an incredibly enriching experience, and I am grateful for the mentorship you provided.

As I apply for [specific management position] at [New Company Name], I believe that your insights into my professional skills, work ethic, and contributions to our team would greatly enhance my application. I would appreciate it if you could speak to my abilities in [mention specific aspects, e.g., leadership, project management, customer service], as these are critical for the role I'm targeting.

If you are willing, I would be happy to provide any additional information regarding my recent achievements or updates on my career that might assist you in providing a comprehensive reference. Thank you very much for considering my request. I appreciate your time and support.

Warm regards,  
[Your Name]