

Request for Job Reference

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in providing a reference for a hospitality part-time position I am applying for at [Company Name].

Having had the pleasure of working with you at [Previous Company/Organization], I believe you can speak to my skills and work ethic, particularly in customer service and teamwork. The role at [Company Name] requires strong interpersonal skills and a passion for hospitality, attributes I have developed during our time working together.

If you are willing to provide a reference, I would greatly appreciate it. I can provide further details about the position and the qualities they are looking for, should you need them. Thank you very much for considering my request!

Best regards,

[Your Name]

[Your Contact Information]