

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for a reference for [Tour Guide's Name]. We had an incredible experience during our recent trip organized through your company, and I would like to highlight the exceptional service provided by [Tour Guide's Name].

As I mentioned before, [Tour Guide's Name] was instrumental in making our trip memorable and enjoyable. I believe a written reference would greatly assist them in their career.

If you could provide a reference at your earliest convenience, I would greatly appreciate it. Thank you for your attention to this matter, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]