

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you regarding [Candidate's Name], who has applied for the tour guide certification program at [Program Institution]. I would greatly appreciate your assistance in providing a reference for [him/her/them].

[Candidate's Name] has expressed a keen interest in pursuing a career as a tour guide, and I understand that you have previously worked with [him/her/them] in [context or project]. Your insights into [his/her/their] skills, work ethic, and personality would be invaluable in helping us assess [his/her/their] suitability for this certification program.

Please feel free to share any relevant details regarding [Candidate's Name]'s abilities, experience, and character traits that you believe would aid in our evaluation process. If possible, I would appreciate your response by [date], as we are eager to finalize our selection process soon.

Thank you in advance for your time and assistance. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]