

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title or Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference from you regarding my work as a tour guide. I am currently applying for a freelance position that requires a strong background in tourism and experience in conducting engaging tours.

During my time with [Company/Organization Name], I had the privilege of guiding numerous tours and interacting with diverse groups of people. Your insights into my skills and work ethic would greatly enhance my application.

If you are willing, please let me know if you'd be able to provide a brief reference. I can provide any additional information you might need. Thank you for considering my request. I truly appreciate your support.

Best regards,

[Your Name]