

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Former Tour Guide's Name]

[Tour Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Former Tour Guide's Name],

I hope this message finds you well. I am reaching out to request a character reference from you, as I am in the process of [explain reason: apply for a job, further studies, etc.]. Working under your guidance as a tour guide has been a significant experience for me, and I believe your perspective would greatly enhance my application.

If you feel comfortable, I would greatly appreciate it if you could share your thoughts on my skills, work ethic, and personality traits that stood out during our time working together.

Please let me know if you would be willing to assist me with this request. I understand if you are unable to do so at this time.

Thank you very much for considering my request. I look forward to your response.

Sincerely,

[Your Name]