

# Request for Reference

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to request a reference regarding my time as a tour guide at [Company Name]. As I am currently applying for new opportunities in the tourism industry, your endorsement would greatly enhance my applications.

During my tenure at [Company Name], I thoroughly enjoyed engaging with visitors and providing them with memorable experiences. Your insights on my skills and experiences would provide valuable context to potential employers.

If you are willing, I would greatly appreciate it if you could speak to my commitment, knowledge, and ability to connect with diverse groups of people.

Thank you very much for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]