

Request for Reference for Employment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's 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 for the position of tour guide that I am applying for at [Company Name]. As you may remember, I previously worked under your guidance during my time at [Previous Company/Organization].

Your insights into my skills and experience would be invaluable in supporting my application. Specifically, I believe your perspective on my [specific skills, e.g. knowledge of local attractions, customer service abilities, etc.] would greatly enhance my chances of securing the position.

If you are comfortable providing a reference, please let me know if you need any further information or details about the position. I appreciate your consideration and support.

Thank you very much for your time.

Sincerely,

[Your Name]