

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a letter of recommendation from you as I apply for a position at [Hotel Name] for the role of [Job Title]. I have enjoyed working with you during my tenure at [Your Current/Previous Workplace] and believe that your insight into my skills and experiences would greatly enhance my application.

During my time on your team, I [mention any relevant experience, responsibilities, or projects]. I believe that my dedication to customer service and ability to work under pressure would be valuable assets in the hospitality industry.

If you agree to provide this recommendation, I would greatly appreciate it if you could highlight my strengths in [specific skills or qualities related to the job]. The deadline for submission is [insert deadline], and I can provide any additional information or forms you may need.

Thank you for considering my request. I truly value your support and mentorship.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]