

Reference Request for Tourism Management Candidate

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for [Candidate's Name], who has applied for a position in our tourism management program. Given your experience working with [Candidate's Name] at [Company/Organization], I believe you could provide valuable insights regarding their skills and qualifications.

[Candidate's Name] has demonstrated a strong interest in pursuing a career in tourism management and has expressed a desire to contribute positively to the industry. Your perspective on their [mention specific skills or qualities, e.g., leadership, teamwork, problem-solving abilities] would be greatly appreciated.

Thank you for considering this request. If you are willing, please let me know a convenient time for us to discuss [Candidate's Name] further. I appreciate your support in helping us assess this candidate effectively.

Best regards,
[Your Name]
[Your Position]
[Your Company/Organization]