

[Your Name]
[Your Job Title]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Establishment Name]
[Establishment Address]

Dear [Recipient Name],

I hope you are doing well. I am currently applying for a new position as a [Target Job Title] with [New Company/Establishment Name].

I am writing to ask if you would be willing to serve as a professional reference for me. Having worked under your supervision as a [Your Previous Position] at [Previous Establishment Name], I value your perspective on my culinary skills, work ethic, and ability to handle high-pressure service environments.

I have attached my current resume for your review. If you are comfortable providing a reference, please let me know the best phone number or email address for the hiring manager to reach you at.

Thank you for your time and for all the support you provided during my time at [Previous Establishment Name].

Best regards,

[Your Signature]

[Your Printed Name]