

Subject: Reference Request - [Applicant Name]

Dear [Recipient Name],

[Applicant Name] has applied for the position of [Job Title] with our team at [Company Name] and has provided your name as a professional reference.

As this role involves high-pressure hospitality and event environments, we would appreciate your feedback on the following:

- Dates of employment and their specific role.
- Their ability to handle fast-paced service and guest interactions.
- Punctuality and reliability for scheduled shifts.
- Their ability to work effectively as part of a team.
- General strengths and areas for improvement.

Would you recommend this candidate for a hospitality or events-based role? Any additional comments regarding their professional conduct would be highly valued.

Thank you for your time. We would appreciate a response by [Date].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]