

1234 1st St.
Vancouver, BC V5M 1F4

April 2, 2022

Dean Yenson, Director of Customer Experience
Copperleaf Technologies
2920 Virtual Way #140
Vancouver, BC V5M 0C4

Subject: Request for Reference

Dear Dean,

I hope you have been keeping well recently. Congratulations on your new position as Director of Customer Experience at Copperleaf! It has certainly been an exciting time for everyone with the company going public.

I am currently preparing an application for the internship program at Microsoft (due April 15). As a former employee and colleague of yours for four years, I wanted to write to you to ask for a letter of reference to support this application. I learned a great deal about project management and client interactions from yourself. If it is possible, would you please provide me with a reference letter speaking to the following points?

1. My ability to learn new technologies to tackle complex technical challenges.
2. Client feedback regarding my performance.
3. The timeliness and quality of the implementation projects that I managed while at Copperleaf Technologies.
4. My capabilities as a mentor to newly hired Consultants at Copperleaf Technologies.

Thank you very much for your assistance. I understand that you are very busy, and I greatly appreciate your time. I have enclosed a copy of my resume and the job description for your review in case you would find these helpful.

Regards,

Alexander Clements
Enclosure: Resume and Job Description