

1234 1st St.
Vancouver, BC V5M 1F4

April 2, 2022

Philippe Laberge, Mechanical Engineer
General Fusion
3680 Bonneville Pl #106
Burnaby, BC V3N 4T5

Subject: Request for Reference

Dear Philippe,

I hope you have been keeping well recently. Congratulations on your new position at General Fusion!

I am currently preparing an application for the internship program at Microsoft (due April 15). As a former colleague of yours for three years, I wanted to write to you to ask for a letter of reference to support this application. I learned a great deal working with you, and thoroughly enjoyed collaborating on implementation projects while at Copperleaf Technologies. If it is possible, would you please provide me with a reference letter speaking to the following points?

1. My skills surrounding communication and collaboration on complex technical projects.
2. My ability to provide guidance for solving technical problems.
3. Client feedback regarding my performance.
4. The timeliness and quality of the implementation projects that I managed while 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