

Reference Letter Request 2

1122 Vancouver Street
Vancouver BC, V9E D0E

April 2nd, 2022

Alma Cordon
2233 Toronto avenue
Toronto ON, MG2 3F9

Dear Ms.Cordon,

Hope this letter finds you well! I am writing this letter to request a reference letter from you for the new position that I am applying for at SAP. I totally understand that if you cannot commit to this, please let me know as soon as possible.

The company I am applying for is a tech company focusing on automatic robotics with many open positions for internships as Software Development Engineer. As I am currently transferring to the tech industry, I hope I can get this job to start off my career.

When I was working with your team at EAS International School, I was truly inspired by your passion for the education industry and I also appreciate that you provided me an opportunity to work with the tech team which has rooted my passion for programming.

SAP is looking for an entry-level SDE intern who is passionate about programming and has a working knowledge of Java. I would really appreciate it if you can provide insight in to my passion for programming which would largely increase my chances of landing this new position.

Thank you for considering my request. Here is the job post for your review. If you have any questions or need any further information, please don't hesitate to let me know.

Sincerely,

A handwritten signature in cursive script that reads "Anna Li". The ink is dark and the signature is fluid, with the first name "Anna" and last name "Li" clearly distinguishable.

Anna Li