

Reference Letter Request 3

1122 Vancouver Street  
Vancouver BC, V9E D0E

April 2nd, 2022

Yan Chen  
6362 Toronto avenue  
Toronto ON, M0K 3K7

Dear Yan,

Hope you are doing 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 you for the federal election campaign, I really learned a lot about teamwork and how to work with people from different backgrounds. Also, I appreciate the opportunity you provided for me to work on data-related work.

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

Thank you for considering my request. Here is the job posting 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, appearing to read "Anna Li".

Anna Li

