

Reference Letter request 1

1122 Vancouver Street
Vancouver BC, V9E D0E

April 2nd, 2022

Jessie Tsang
7788 Toronto avenue
Toronto ON, MG9 3J2

Dear Jessie,

Hope you are having a great week! 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.

I found myself learning a lot when I was working with you at CCNCTO. The communication and problem-solving skills I gained with CCNCTO are valuable assets in the tech industry.

XXX company is looking for an entry-level SDE intern who is passionate and has work knowledge in Java and is able to work in a professional environment with great communication and problem-solving skills. I would really appreciate it if you can provide insight into my skills 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, appearing to read 'Anna Li'.

Anna Li