

Reference request letter 3

5665 Irmin Street
Burnaby, BC V5J 0C4
March 25, 2019

Eric Mathias
Moksha Yoga Burnaby
4701 Hastings Street
Burnaby, BC V5C 2K8

Subject: Reference Request for Physiotherapy Clinic Receptionist Position

Dear Mr. Mathias

I hope you and the rest of the Moksha crew are doing well, I am reaching out to ask if you can provide me a reference for a new opportunity I am seeking as a receptionist at Treloar Physiotherapy in Kerrisdale.

My continuous work at your studio gave me with ample customer service skills, and I would greatly appreciate your reflect the quality of work and dedication I provided while working at Moksha. Please find my resume below to assist your writing of the reference. I understand you are extremely busy, and I am thankful for your help and time.

Should you require any additional information regarding my updated experience in order to write the reference, please do not hesitate to contact me at christine1221@me.com. I look forward to hearing from you.

Sincerely,

Christine Pang

Enclosure: Resume