123 Street Lane Vancouver, BC V76 145

December 2, 2017

Dr. Red Green Computer Science Department University of British Columbia Vancouver, BC V6T 1Z4

Dear Dr. Red Green,

I will be applying to the UBC Computer Science Master's program in the fall, and I was hoping that you could help me with the application process.

I very much enjoyed CPSC 300 with you, and managed to receive 100% in the end. The course is also highly aligned with my research interests. I would like to one day do academic research, so I intend to go on and pursue my PhD after completing my Master's degree, with an intent on becoming a professor at a university.

Only with your permission, I would like to have you serve as a reference for my upcoming application. If this is something you are willing to do, I will include your name in the online application where you will be notified once I have completed it.

Thank you for taking the time to read this letter, and please let me know if you would be willing to provide me with a reference. If you have any further questions, feel free to email me at curtis.fox@alumni.ubc.ca.

Sincerely,

Curtis Fox