123 Street Lane Vancouver, BC V76 145

December 2, 2017

Dr. Blue Purple Computer Science Department University of British Columbia Vancouver, BC V6T 1Z4

Dear Dr. Blue Purple,

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 had a great experience taking CPSC 307 with you, and the research we did the following semester furthered my interest in doing a Master's degree in computer science. I intend to research a similar subject when I eventually do graduate school.

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