

Don Fazl  
1234 No. 3 Road – Unit #7  
Richmond, B.C. V6K 2H9

July 17, 2017

Renard Burns  
UNFI Accounts Manager  
12757 Vulcan Way #153  
Richmond, BC V6V 2Z6

Dear Mr. Burns,

I am writing this letter in hopes that you will accept my request for a professional reference.

We had worked together in sales and accounts at UNFI, during which time you stated I was an outstanding employee. Under your tutelage I never missed a deadline, and always made sure to proofread my reports.

At the moment, I am currently applying for the position of Retail Marketing Manager with Leon's Furniture company to further my career goals, and I would sincerely appreciate a positive reference.

Thank you for your time, if there is anything more I can provide for you, I can be reached at 778-886-1801. I have attached my resume below.

Sincerely,

Don Fazl

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1234 No. 3 Road – Unit #7  
Richmond, B.C. V6K 2H9

July 17, 2017

Palmer Ngo  
Winners Floor Manager  
5300 No 3 Rd  
Richmond, BC V6X 2X9

Dear Mr. Ngo,

I am writing this letter in hopes that you will accept my request for a professional reference.

Alongside the Winners floor team, we consistently reached our quotas and always performed with a positive attitude that could only be compared to as family. With your guidance, I learned much about merchandising and team management.

At the moment, I am currently applying for the position of Retail Marketing Manager with Leon's Furniture company to further my career goals, and I would sincerely appreciate a positive reference.

Thank you for your time, if there is anything more I can provide for you, I can be reached at 778-886-1801. I have attached my resume below.

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Don Fazl

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July 17, 2017

Professor Eric Wong  
Kwantlen Polytechnic University  
8771 Lansdowne Rd,  
Richmond, BC V6X 3V8

Dear Professor Wong,

I am writing this letter in hopes that you will accept my request for a professional reference.

As one of your technical writing students, you mentored me in writing for the modern consumer. Having expressed interest in marketing, you helped me see the crucial elements of business and professional writing guidelines.

At the moment, I am currently applying for the position of Retail Marketing Manager with Leon's Furniture company to further my career goals, and I would sincerely appreciate a positive reference.

Thank you for your time, if there is anything more I can provide for you, I can be reached at 778-886-1801. I have attached my resume below.

Sincerely,

Don Fazl