

Aug. 10, 2016  
835 The West Mall  
Toronto, ON M9B 6V9

Dr. Lidia Alexandru  
90 Broadview Rd.  
Toronto, ON M4K 2N9

Dear Dr. Alexandru,

SUBJECT: Reference Letter Request

I am writing to request a letter of reference from you, which will be submitted with my application package for admission to a program Teaching English as a Second Language program offered by the Toronto District School Board (TDSB). This course will last for 6-8 months, is offered on a part time basis and it will not interfere with my working schedule.

One of my greatest commitments is passion for learning and teaching. Whether helping patients to learn about oral care or teaching language skills requires excellent communication and the ability to connect with people with varied backgrounds. Working as a full time dental hygienist for you for the past ten years has been a very inspirational experience for me. Your mentorship and encouragement to strive for continuous growth has stimulated me to apply for this program. Our mutual commitment to offer the highest standards of care and quality makes you an ideal candidate for providing a letter of reference for me.

I believe that a positive mention from you would enhance my prospects of securing my acceptance into the program. Please let me know if I can assist you with any additional information. You can reach me at [ept583@gmail.com](mailto:ept583@gmail.com) or (416)321-3214 any time after work and weekends. Thank you for your time and consideration.

Sincerely,

*Editha Tomaszewski*

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