

41 Oxberry Street  
London, UK SW6 5HN

8th August, 2022

Lena Karlström  
Buchanan Tower Room 921  
1873 E Mall  
Vancouver, BC V6T 1Z1

Subject: Reference Letter

Dear Professor Karlström,

I am currently applying for an internship at the US Foreign Office. I hope to use the Swedish you taught me and all I learned about Nordic culture in my future in foreign relations. You have been my professor for almost three years and know me better than any other professor at UBC. Could you provide a reference letter expressing my willingness to learn and excellent work ethic?

I, of course, understand if you do not feel comfortable providing a reference. If you have any questions, please feel free to contact me at [matildamurray1@gmail.com](mailto:matildamurray1@gmail.com).

Best wishes,

A handwritten signature in cursive script that reads "Matilda Murray". The signature is written in black ink and has a fluid, elegant style.

Matilda Murray

41 Oxberry Street  
London, UK SW6 5HN

8th August, 2022

Timothy Brown  
The Kings Arms  
326 New Kings Rd  
London, UK SW6 6SN

Dear Mr Brown,

Under your leadership, I grew from a nervous and timid girl into a confident and outspoken leader. Without my experience at The Kings Arms, I would not have the self-confidence to apply for an internship at the US Foreign Office. I was hoping you could provide a reference attesting to my quick thinking and ability to work under extreme pressure.

I hope you can provide me with a reference but will also respect if you decide not to. If you have any questions, please feel free to contact me at [matildamurray1@gmail.com](mailto:matildamurray1@gmail.com).

Best wishes,

A handwritten signature in black ink that reads "Matilda Murray". The signature is written in a cursive style with a small flourish at the end of the name.

Matilda Murray

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8th August, 2022

Evette Walker  
21st/23rd Scout Troop  
528 Fulham Palace Rd  
London, UK SW6 6JF

Dear Ms Walker,

For three years, I worked alongside you and your team, helping to care for and teach the scout troops. My experience working with you taught me excellent organisational skills, how to work in stressful environments and patience. I am currently applying for an internship program at the US Foreign Office in Washington, DC, and I was hoping you could provide a reference for me.

I understand that you may not feel comfortable providing a reference, and I respect your choice if you decide not to. If you have any questions, please feel free to contact me at [matildamurray1@gmail.com](mailto:matildamurray1@gmail.com).

Best wishes,

A handwritten signature in cursive script that reads "Matilda Murray". The signature is written in dark ink and has a fluid, personal style.

Matilda Murray