

Dorit 27
Tel Aviv-Jaffa, Israel

March 24, 2019

Einat Weiss
General Manager, The Daniel Centers
62 B'nai Dan
Tel Aviv-Jaffa, Israel

Dear Einat:

As you know, my time at the Daniel Centers is coming to an end, and I have begun to look for my next position. My resume for the [grant writer and donor relations associate position](#) at [Appleseeds Academy](#) will be submitted today. A recommendation from you, would be immensely beneficial.

Working under your leadership at the Daniel Centers has been very rewarding; I gained first-hand knowledge about program management, building budgets, and strategic planning for non-profits. The Daniel Centers also provided me with an opportunity to hone my fundraising skills, such as grant and report writing; researching prospective funding opportunities; cultivating, soliciting and stewarding donors; and writing compelling content for PR campaigns and social media.

Thank you very much for considering my request. A recommendation letter can be sent to me by email at erica.friedman@alumni.ubc.ca or feel free to call me at 052-765-7788 to discuss further. Of course, I completely understand if you are unable to commit to this. Please just let me know as soon as possible.

Sincerely,

Erica