

Dorit 27
Tel Aviv-Jaffa, Israel

March 24, 2019

Eden Reiss
Resource Development Manger, The Daniel Centers
223 Chase Boulevard
Baltimore, MD, USA

Dear Eden:

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 written recommendation from you, would be immensely beneficial.

Despite the distance between us, I really enjoyed working with you and am so grateful for all that you taught me about fundraising. You helped me to develop strong skills for researching prospective funding opportunities; cultivating, soliciting and stewarding donors; and, gave me valuable feedback on my grant and report writing.

Thank you very much for considering my request. A recommendation letter can be sent to me by email at erica@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