

2208 E 46th Ave
Vancouver, BC V5P 1P4
Canada

December 8, 2018

Mr. Michael Ma
Lee & Associated- West Los Angeles
1508 17th St
Santa Monica, CA 90404
USA

Dear Mr. Michael Ma,

I have greatly benefited from the internship I took under your supervision in the summer of 2018. I will complete my Bachelor of Sociology degree at UBC this winter and am in the process of applying for a job in the field of journalism. I was hoping that you might have a high regard for my abilities to write a letter of reference for my job search.

As my mentor during the internship, I believe that a reference from you would provide a potential employer with information to recommend me as a possible candidate. Considering your influence and encouragement over the years, I would be pleased to receive a letter of reference from you.

Please let me know if you are comfortable endorsing my candidacy for employment in the banking industry. If you have any further questions, please do not hesitate to contact me via email at justin.man97@gmail.com or phone at 310-849-2145. I would be happy to answer any questions and provide further information which will help you to write your recommendation. Thank you so much for all you have done for me and for taking the time to review this request.

Sincerely,

Justin Man

2208 E 46th Ave
Vancouver, BC V5P 1P4
Canada

December 8, 2018

Mr. Joel C. Koury
Law Offices of Joel C. Koury
3435 Ocean Park Blvd
Santa Monica, CA 90405
USA

Dear Mr. Joel C. Koury,

I have greatly benefited from the internship I took under your supervision in the summers of 2016 and 2017. I will complete my Bachelor of Sociology degree at UBC this winter and am in the process of applying for a job in the field of journalism. I was hoping that you might have a high regard for my abilities to write a letter of reference for my job search.

As my mentor during the internship, I believe that a reference from you would provide a potential employer with information to recommend me as a possible candidate. Considering your influence and encouragement over the years, I would be pleased to receive a letter of reference from you.

Please let me know if you are comfortable endorsing my candidacy for employment in the banking industry. If you have any further questions, please do not hesitate to contact me via email at justin.man97@gmail.com or phone at 310-849-2145. I would be happy to answer any questions and provide further information which will help you to write your recommendation. Thank you so much for all you have done for me and for taking the time to review this request.

Sincerely,

Justin Man

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Vancouver, BC V5P 1P4
Canada

December 8, 2018

Ms. Alicia Diaz
Yogurtland- Century City
10250 Santa Monica Blvd
Los Angeles, CA 90067
USA

Dear Ms, Diaz,

I have greatly enjoyed and benefited from working under your supervisor as a sales associate during the summer of 2018. I will complete my Bachelor of Sociology degree at UBC this winter and am in the process of applying for a job in the financial industry. I was hoping that you might have a high regard for my abilities to write a letter of reference for my job search.

As my former employer, I believe that a reference from you would provide a potential employer with information to recommend me as a possible candidate. Considering your influence and encouragement over the years, I would be pleased to receive a letter of reference from you.

Please let me know if you are comfortable endorsing my candidacy for employment in the banking industry. If you have any further questions, please do not hesitate to contact me via email at justin.man97@gmail.com or phone at 310-849-2145. I would be happy to answer any questions and provide further information which will help you to write your recommendation. Thank you so much for all you have done for me and for taking the time to review this request.

Sincerely,

Justin Man