

Melodie Lu  
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November 30, 2015

[Recipient First Name] [Recipient Last Name]  
[Company Name]  
[Street Address]  
[City, Province]  
[Postal Code]

Dear [Mr. / Ms.] [Recipient Last Name],

I am writing to you to request a letter of reference for my application into the Master of Science program in Genome Science and Technology (GSAT) at the University of British Columbia.

During the past year as an employee at Jack Bell Research Centre UBC, I have developed skills both professionally and personally, and I have improved the overall quality of my work. In acquiring new knowledge and skills at your organization, I believe that I have greatly benefitted and sincerely appreciate the opportunity that you have provided to me.

I will be graduating from UBC in May of 2016 and I am interested in furthering my knowledge in the field of science. GSAT is a very competitive program, and a positive reference that attests my dedication, professionalism, and knowledge would be of great value for my application.

If you would like any further information regarding my application, please do not hesitate to contact me at 778-251-8332 or [lu.melodie@gmail.com](mailto:lu.melodie@gmail.com).

Thank you in advance for your consideration of my request.

Sincerely,

Melodie Lu