

Melodie Lu
123 Anywhere Street
Vancouver, BC
V1V 1V1

November 30, 2015

[Recipient First Name] [Recipient Last Name]
[Name of Educational Institution]
[Street Address]
[City, Province]
[Postal Code]

Dear Professor [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.

The Master of Science in GSAT is a highly competitive program that values the success of applicants academically, as well as any other related experience. As my former professor and mentor, I would like to ask you to provide me a reference to attest my ability to advance in the program. As a reputable scholar within the research field of animal biology, your recommendation would be of great value to my application package.

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.

Thank you in advance for your consideration of my request.

Sincerely,

Melodie Lu