

Rebecca Coleman
19 Gaslight Way
Russell, ON K4R 0A7

July 19, 2017

Dr. John Hill
Owner
Holland Cross Dental Centre
1620 Scott St #20
Ottawa, ON K1Y 4S7

Dear Dr. Hill,

I am writing to request a letter of reference from you that will be used in my application package for a position as a dental radiographer lab instructor at the Canadian National Institute of Health.

As you know, I have a strong passion for dental hygiene. You are aware of my strong work ethic and commitment to education. While working with you I was furthering my own education and working towards a Bachelor of Science in Dental Hygiene, in hopes of advancing my career.

You are a well-respected member of the dental community, and I know that a letter of reference from you will greatly enhance my chances of obtaining the dental radiographer lab position.

Enclosed is a copy of my application package should you require further information.

Thank you for taking the time to consider my request. If you have any questions or comments, please feel free to contact me by phone at 613-222-8314 or email at bec.stacey@gmail.com.

Sincerely,

Rebecca Coleman

Rebecca Coleman

Encl. Application Package