

33915 Andrews Place  
Abbotsford, BC V2S 6P3  
July 15, 2015

Diane Urquhart  
Volunteer and Recreation Manager  
Menno Hospital  
32945 Marshall Road  
Abbotsford, BC V2S 1K1

**Subject:** Reference Letter Request

Dear Ms. Urquhart:

Hello, I hope you are well and enjoying this beautiful summer. I am writing to ask if you would kindly provide a positive letter of reference to be submitted with my application package for a research assistant position in the Genome Sciences Centre in the British Columbia Cancer Agency.

As you know, I am an active volunteer at Menno Hospital for seven years now. With your support and guidance, I have been able to gain the patience and leadership skills required to lead a successful career. All the experience that I have acquired at Menno Hospital, from organizing events for the residents to conducting interviews and orientations for new volunteers, is an asset for this research position. This experience will help to showcase my ability to work collaboratively with everyone.

These social and personal skills that I have gathered in your presence make you an excellent candidate for this letter of reference. If you could kindly have your letter completed by mid-August 2015, it would be most appreciated. This letter can be mailed to me at the address provided above, or I can personally pick up the letter.

Thank you for taking the time to consider my request. If you have any questions or comments, please feel free to contact me anytime by phone at (604) 832-9012 or email at [ruhanigrewal@hotmail.com](mailto:ruhanigrewal@hotmail.com).

Sincerely,

Ruhani Grewal