

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

Professor Jason Read
Biochemistry and Molecular Biology
University of British Columbia
2146 Health Sciences Mall
Vancouver, BC V6T 1Z4

Subject: Reference Letter Request

Dear Dr. Read:

Hello, I hope you are well and enjoying the 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 expected to graduate from UBC in August 2015 with a Bachelor of Science in Biochemistry. During my time at UBC, I had the privilege of being enrolled as your student in BIOC 301 laboratory and lecture. In your course, I was able to learn how to design and implement different standard scientific techniques. As well, you taught me how to collect, interpret and express my findings in a scientific manner.

These laboratory 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, 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 by phone anytime at (604) 832-9012 or by email at ruhanigrewal@hotmail.com.

Sincerely,

Ruhani Grewal