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Abbotsford, BC V2S 6P3  
July 15, 2015

Professor Leonard Foster  
Director, Centre for High-Throughput Biology  
University of British Columbia  
2125 East Mall  
Vancouver, BC V6T 1Z4

**Subject:** Reference Letter Request

Dear Dr. Foster:

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 304 and BIOC 460. In both your courses, you taught me how to conduct literature reviews and how to present scientific findings relating to proteomics. This education made me knowledgeable about the cutting-edge proteomics techniques that current researchers use.

These academic 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 by email at ruhanigrewal@hotmail.com.

Sincerely,

Ruhani Grewal