

25 November 2016

Address Line 1,

City, Province

Postal Code

Mr. John Smith

Walmart Supercentre,

1477 Island Highway,

Campbell River, BC

V9W 8C9

Dear Mr. Smith

SUBJECT: Request for Letter of Recommendation

My name is Sarah Parry and up until August 2016 I worked as a DSD Processor in your store. As you may remember, we had several meetings regarding my hopes of furthering my career within Walmart after I graduated. I will be graduating in May and I have applied to a department manager position at the Walmart store in Richmond.

I am putting together my application package for the position and was hoping you would be able to provide a letter of recommendation. We had talked about your providing me with a reference. However, I understand if you would not be able to write a letter of recommendation.

I would be happy to meet with you at your convenience if you would like, and provided any material necessary.

Thank you for your time.

Sincerely,

Sarah Parry

25 November 2016

Address Line 1,

City, Province

Postal Code

Ms. Amy Jones

Keep Your Shirt On

1690 Maple Street

Campbell River, BC

V9W 3G2

Dear Ms. Smith

SUBJECT: Request for Letter of Recommendation

My name is Sarah Parry. I worked at your store from March 2011 until August 2012. I enjoyed working for your company during my high school years and gained valuable knowledge I have used in subsequent jobs.

I am applying for a Department Manager position at the Walmart store in Richmond. As I am currently putting my application package together, would you be willing to provide me with a letter of recommendation?

I am available to meet with you at your convenience to discuss my request. I completely understand if you would not like to write me a letter of recommendation at this time.

Thank you for your time.

Sincerely,

Sarah Parry

25 November 2016

Address Line 1,

City, Province

Postal Code

Mr. Brad Richards

Canada Bread,

Address Line 1,

Campbell River, BC

V9W XXX

Dear Mr. Richards

SUBJECT: Request for Letter of Recommendation

My name is Sarah Parry. When I worked at Walmart as a DSD Processor, we had almost daily interaction. I would often be the processor to receive your order.

I am currently applying for a Department Manager position at the Walmart Store in Richmond. When I left the position in August, you offered to act as a reference for me in the future. Would you be willing to write me a letter of recommendation?

I understand that writing a letter can take up a lot of time, and if you are unable to write a letter at this time. However, I can meet you at your convenience, and provide any materials necessary.

Thank you for your time,

Sincerely,

Sarah Parry