

November 22, 2016  
111 Oak Street  
Burnaby, BC, Canada  
V3N A1A

Serah Hedinson  
Starbucks Canada  
3300 Boundary Road,  
Burnaby, BC, Canada  
V5M 4A4

Dear Ms. Hedinson,

Subject: Reference Letter Request

I hope you are doing well. I am Steven Lee, your previous shift supervisor from last year. I still feel as if I was working beside you, learning the tricks of the trade and how to handle disgruntled customers. It was truly an honor to learn from you, and now I am going forward in pursuit of my true calling and work for Google as an Intern for 2017. I am writing to you in hope of receiving a reference letter to build my application package.

During my time under your tutorage, a strong leader, I learned to look at problems in a new way. I hope to transfer this skill to a professional level as I am applying for Google's internship program BOLD for 2017 in the HR department.

I will graduate from UBC with a Bachelor degree of Computing Sciences in 2018. With that in mind, the program's requirements will be met by May of 2017, thus reaching out to you this early.

If you are able to write this reference letter, please allow me to send you more information regarding my academic achievements, work related projects, and volunteering experiences. Please feel free to contact me at [syl24@live.com](mailto:syl24@live.com) or phone (604) 111 1111 anytime.

Thank you very much and I look forward to hearing back from you,

- Best Regards

Steven (Seungyup) Lee