

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

David Guzman
Vancouver Police Department
2120 Cambie Street,
Vancouver, BC, Canada
V5Z 4N6

Dear David,

Subject: Reference Letter Request

I hope you are doing well officer Guzman. It seems like only yesterday that I have attended classes at SFU with you and volunteered at the Surrey campus crime stoppers. During the time I have spent with you, I have learned what true courage looks like. I am very proud that you have become an officer of the law in the city that we both cherish and love. I write to you today to request a small help to achieve my goal, just as I have helped you in the past. I formally request a reference letter regarding my internship at Google for the BOLD program in 2017.

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 or phone (604) 111 1111 anytime.

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

-Best Regards

Steven (Seungyup) Lee