

Taylor Smith  
2329 West Mall  
Vancouver, BC V6T 1Z4  
March 26, 2019

Kirsty Labeck  
Milestones Bar and Grill  
2425 Cambie Street  
Vancouver, BC V5Z 4M5

Subject: Reference Letter Request

Dear Kirsty Labeck,

Thank you for taking the time to review my email. I am formally writing you because I am hoping that you can accept my request to provide me with a reference letter, which I can attach to my Master of Business Administration (MBA) application package for SFU's Beedie School of Business.

As you know, I am very dedicated academically, and have been working through my undergraduate degree in hopes of attending graduate school upon the completion of my Bachelor of Arts. Pursuing a higher education is important to me, as I hope to one day transition the skills I have acquired throughout my studies into a rewarding career in a professional environment.

I believe the extended period of time that we have worked together would provide you with an excellent knowledge of my character both professionally and personally. With you as one of my mentors at Milestones Bar and Grill, I have modelled many aspects of myself professionally through the guidance you have provided me over the years.

If you accept to provide me with a reference letter I ask that you please be honest in your description of me in your letter, as having a true representation of my character is an important factor that will be taken into account when Beedie reviews my application for the program. If you have any questions or concerns about my request please contact me via email at [taylor.a.smith199@gmail.com](mailto:taylor.a.smith199@gmail.com).

Thank you for considering my request; I look forward to hearing from you at your earliest convenience.

Sincerely,  
Taylor Smith