

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

Cal Sandford  
Cactus Club  
1085 Candada Pl.  
Vancouver, BC V6C 3E1

Subject: Reference Letter Request

Dear Cal Sandford,

I hope you are doing well, Cal, I am happy to see the success Cactus Club has had over recent years, your leadership has continued to shine and has been rewarded accordingly. I am emailing you today to formally request a reference letter from you, as I hope to use your reference in my application package for SFU's Beedie School of Business' Master of Business Administration (MBA) program.

After the two years of working under you at Cactus Club, I gained so many great skills that have helped me transition into the position I am now in at my current place of employment. I grew as a professional cook by applying the guidance you provided me over the years, which eventually led me into the Sous Chef position you offered me not long into my time there. It is because of our close professional working relationship that makes me believe that a reference letter from you would provide Beedie School of Business with a clear understanding of my personality and character traits.

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