

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

Paul Krause
University of British Columbia
2329 West Mall
Vancouver, BC V6T 1Z4

Subject: Reference Letter Request

Dear Professor Krause,

I hope that you have been well since my time in your classes. I am reaching out to you to formally request from you a reference letter that I can use in my application package for acceptance into the Master of Business Administration (MBA) program at SFU's Beedie School of Business.

I am hopeful that you will grant my request for a reference letter, as I feel that over the three courses I took with you we were able to build a strong relationship, which resulted in you knowing a great deal about me academically and personally. Through three courses and the span of two years you saw me grow personally, while also seeing how my academic skills sharpened through the subject matter you taught. Throughout my academic endeavours I have considered you as one of the most influential professor's I have ever had, as your courses sparked a newfound passion in me that I did not previously know. For the reasons previously mentioned, I feel you are an excellent choice to have as a reference for my potential acceptance into graduate school.

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.

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

Sincerely,
Taylor Smith