

To: Tripti Shan (tripti.shahn@salesforce.com)
From: Varneega Theva (varneega.theva10@gmail.com)
Date: April 1, 2022
Subject: Request for Reference Letter – Varneega Theva

Hi Tripti,

I hope that this letter finds you well. I am in the middle of my second degree in Computer Science and currently applying for a highly contested internship position. As my previous manager at Salesforce, I'm hoping that you would be able to provide a letter of reference.

I really enjoyed our time working together at Salesforce, particularly when you provided me with extraordinary mentorship and helped develop my technical skills through the capstone project. With that in mind, I thought you'd be a great person to vouch for my expertise in relational databases and my ability to quickly adapt to new roles.

I have attached a recent resume, cover letter, and a copy of the job posting below. If you can provide me with a letter of reference, please let me know by April 8th as applications for internships are examined on a rolling basis. If you have any questions, please feel free to email me at varneega.theva10@gmail.com.

Thank you for your time and consideration, I look forward to hearing from you.

Best regards,

A handwritten signature in black ink, appearing to read 'Varneega', enclosed in a thin black rectangular border.

Varneega Theva

Enclosed: Resume, cover letter, and job posting