

West University
Houston, Texas
July 13, 2015

Faisal Kassam, DDS
Saddletowne Dental
12 Saddletowne Circle NE
Calgary, Alberta

Subject: Request for a Reference Letter for a Volunteer Position Abroad

Dear Faisal,

It was a pleasure working and learning from you as you have a lot of admirable knowledge and experience as a Dentist. I gained the most experience working at your dental office than any other office and I truly appreciate the opportunity you gave me. I am in the midst of pursuing a life long goal of traveling abroad to volunteer my dental hygiene expertise to the less fortunate. It would be of great help to me if you were able to write a reference letter to support my application.

As I have worked with you for two years, I gained a lot of experience treating low-income patients who lack the knowledge of good oral health habits and who have not had regular dental cleanings. The experience with these patients has progressively inspired me to pursue my volunteer goal.

It would be greatly appreciated if you could put in a good word for me about my work experience at your office. If you have any questions you can contact me at zahsurani@gmail.com.

Thank you for your time.

Yours Truly,

A handwritten signature in black ink, appearing to be 'ZS' followed by a long horizontal stroke.

Zahra Surani, RDH