George Perez

Belleville, NJ 07109 | 555-555-5555 | example@example.com

Dec. 10, 2022

Larry Macleod, Producer

TELUS International

2646 James Street

Corfu, NY 14036

555-555-5555

example@example.com

Dear Mr. Macleod,

I am writing to you today humbly requesting a reference for an employment evaluation I am to have this month. As you may remember, I worked as a video production assistant for TELUS International from January 1, 2020 to December 29, 2022, during which I organized sets, props and wardrobes for all 18 projects conducted in that period. It would mean a lot to me if you could attest to my qualifications and skills demonstrated during my employment.

Currently, I am applying for a video production associate position of which I know a positive letter from you would greatly convey my aptitude for succeeding in this role. I am required to send my reference by January 20, 2022.

Please feel free to ask me for any more information regarding my contributions to TELUS International. You can find my resume enclosed with this email along with my contact info.

Thank you for your consideration.

Best regards,

Michael Williams