

REQUEST FOR REFERENCE LETTER FROM CLIENT

From,
Kim Fletcher
Ap #345-3847 Metus Road
Independence CO 30135
(368) 239-8275

05-05-2000

To,
Hiram Mullins
754-6427 Nunc Ave
Kennewick AL 41329

Subject: {_____}

Hello Hiram Mullins,

I have been recently selected as the senior supervisor in CACIB project and it will be very helpful if you write a reference letter for me, elaborating my skill sets and performance. The reference will be a great help to make a fair chance in the project.

I am confident that you are well aware of my skill sets and the training I had received under your supervision. I have attached the Profile description with this mail that may guide you to highlight my skill sets. In case you are not able to refer me, please let me know. I completely understand.

HR Manager Mr.Satish Bhara will be contacting you if you are fine to refer me.

Thank you.

Sincerely,
Kim Fletcher