Mark Lewis,

Colorado

20 September 2000

Mr. Dennis Clark,

Associate Professor,

University of Colorado,

Colorado, USA

Dear Mr. Clark,

Allow me to introduce myself as Mark Lewis a student from your class of the batch during the year 1998. I majored in Accounts under your supervision.

In writing to you after so long, I have a request to put up to you. Recently I applied for a job as Junior Accounts Officer in Pelham Services, Colorado. I came to know from a mutual friend that the CEO of the company, Mr. Ronald Jones is a close associate of yours. I humbly request you to put in a reference for me for the job. I satisfy all the required qualifications and am apt for the said post.

Your kind gesture will help me bag a once in a lifetime opportunity.

Thanks and regards,

Mark Lewis