Dear Mr. Andrew,

I am writing today hoping that you could able to provide me with a goof reference letter. I know that you are a reputable person, which anyone can prove so I humbly ask of you today to provide me a letter for my job application.

Today, I am in the process of seeking another job and a positive reference from you would give me an edge of achieving my goals.

I have included my credentials and academic records along with this letter. It also contains my endeavors and skills, which I have acquired during my college years. Writing me a reference letter would definitely add up to my confidence of being accepted for the job.

Please let me know if there is any information that I can provide to assist you better in writing a reference letter. I can be reached through my cell phone number provided at the back of this letter or you may simply visit my website at www.MeganBlige.com.

Sincerely yours,

Megan Blige