***Birla Institute of Technology,***

***Mesra, Ranchi***

***Subject: Hoping you could serve as a reference***

*Dear Sir,*

*As part of the prerequisites for acceptance to graduate schools in United State for Management Information System, I need someone as a reference, and I was hoping if you could help. I have been asked to provide a letter of recommendation. Would you be so kind as to write such a letter, with particular comments in regard to our past association in Bachelor of Engineering (Electronics and Communication)*

*The deadline for submitting the letter is 1st November’19, and if you are unable to provide a letter, please let me know within a week.*

*I would be extremely grateful for your help as it will help me to start my new course of education.*

*Thank you in advance for your time.*

***Regards,***

***Aruna Singh***