To: [ballsd@byui.edu](mailto:ValuedCustomer@gmail.com)

From: [eaq18001@byui.edu](mailto:BestCompany@company.org)

Subject: Letter of Recommendation Request

Dear Brother Balls:

I am writing you to request a letter of recommendation from you to assist my application for graduate school at the University of Texas at Austin. I understand if you choose not to for various reasons. I can at least thank you in this letter.

As my schooling comes to an end this Spring semester, I’m looking back and I realize that working on campus at IDAS has been the most beneficial part of my college career. I was provided a space where I could practice what I learned in school, which helped me excel vastly and be among the top of my peers. I wonder where my progress would be if I did not have this experience; I’m positive it would be far less, otherwise.

I made a list of all the projects I was able to work on while working there that were the most beneficial to me. They include the Online Department Data reports, PowerBI Ensign College Gradebook report, LMS Communications report, and the Course Data Library PowerBI report suite. Thank you for these opportunities.

I am impressed with this university because of their rankings given by outside organizations. They are looking for students understanding in differential equations, linear algebra, and computer science. Thanks to the program here on campus, I am well prepared.

My current resume is attached to this email. Feel free to use the information on there as you desire. Specifically, highlighting the volunteer work at the bottom would be the most beneficial.

I plan on submitting my application by Jan 20th. If you can write this for me and send it to utaustin@mygreatlearning.com by then, I would be very grateful.

Sincerely,

Brigham Eaquinto