|  |  |  |  |
| --- | --- | --- | --- |
| **To:** | teacher@school.org | **To:** | professional@company.com |
| **Subject:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Subject:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I’m applying | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ My name is Johan, | |
| for a summer leadership camp, and I need a letter | | and I am from Lincoln HS. I’m in a class where we are learning | |
| of recommendation. I was wondering if you could write one | | about careers, and it would be really cool to hear from | |
| for me. I really liked your class, and I think you know me well. | | someone who does your job. | |
|  | |  | |
| The letter is due in 2 weeks. Would you have time to write | | We are hoping to have someone speak next month. Is there | |
| one for me? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I can send you more | | anyone from your business who would be willing and available | |
| information, including how and where to submit the letter. | | to speak to our class? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I can send you | |
|  | | what time our class starts. I look forward to hearing from you! | |
|  | |  | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Anna Jones | | Johan R. | |

# Answer Bank

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| --- | --- | --- | --- |
| **(A)** | Thanks, | **(B)** | If you are interested, |
| **(C)** | Good afternoon! | **(D)** | Request for Guest Speaker |
| **(E)** | Please Help | **(F)** | I hope you’re doing well. |
| **(G)** | I hope this email finds you well. | **(H)** | If so, |
| **(I)** | Sincerely, | **(J)** | Request for Letter of Recommendation |
| **(K)** | I need to ask you a favor. | **(L)** | Thank you so so much |
| **(M)** | Please email me back ASAP. | **(N)** | Good morning! |