|  |  |  |  |
| --- | --- | --- | --- |
| **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

|  |  |  |  |
| --- | --- | --- | --- |
| **(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! |