

## TO WHOM

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

### Answer Bank

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