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To

Jeffrey Bachman

Sr Professorial Lecturer

School of International Service

4400 Massachusetts Avenue, NW

Washington, DC 20016

Contact: (202) 885-1000

From

Linda Aouine

Final Year Bachelor of Arts

School of International Service

4400 Massachusetts Avenue, NW

Washington, DC 20016

Email:

Phone number:

**Dear Prof Jeffrey Bachman,**

I am your student Linda Aouine from the Final Year batch of Bachelor of Arts at the School of International Service, American University, Washington. I hope you remember me for I have been attending your classes and working on special projects throughout the last two-and-a-half years at the department.

I am writing this email as a follow-up to an email I had written on 23 April 2021. I need a letter of recommendation from you for applying to a Master's Program in August 2021. In my previous email, I have given all the necessary details. You can find it in the attachment of this email as well.

It seems my email has not been able to catch your attention. Or, maybe, you are too busy to look at my email and reply. May I request you to kindly look at my request and process it at your convenience?

**Yours Sincerely**

Linda Aouine

