



To

William Belding

Professor

School of International Service

4400 Massachusetts Avenue, NW

Washington, DC 20016

From

Linda Aouine

Final Year Bachelor of Arts

School of International Service

4400 Massachusetts Avenue, NW

Washington, DC 20016

Email:

Phone number:

Dear Professor William Belding,

I am Linda Aouine, a final year student of Bachelor of Arts at the School of International Service, American University. I hope you can recall me as I have worked on some special projects under you for my graduation degree.

I am writing this email as a follow-up to my previous email which seems to have gone unnoticed at your end. In my last email, I had requested you to issue me a letter of recommendation for my admission to the Master's program. As I need at least 3 such recommendations, I have written similar requests to some other faculty members at the department.

I still have about 8 weeks before the deadline. Nevertheless, I thought I should politely remind you that I am expecting a letter of recommendation from you. I am resending all the necessary details through the attachment.

Yours Sincerely

Linda Aouine

