Dear Ms. Signorini,

The purpose of my email is I am looking forward to applying to Inter City Year. Would I be able to count on you for a recommendation since I’ve taken 2 classes with you. I can email the rest of the detail’s about Inter City or you can look at their website, intercity.com. The letter is needed by 4pm tomorrow.

My favorite things about me that you should talk about in your letter include my go-getter attitude and that I’ve overcome lots of problems, my organizational skills, and that I’m Good at math.

Thanks for doing this for me!

Sincerely,

Robin Santos