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| ***Yellow text on a black background  Description automatically generated with medium confidence*** |  |

To

Daniel Bernhofen

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 Prof Daniel Bernhofen,

Sir, I am your final year student at the School of International Service, American University. I am writing this email to gently remind you that my request for a letter of recommendation is pending at your desk. I had written an email on 23 April 2021, with all the necessary details provided in the attachment.

I am planning to apply for a short-term fellowship at an Australian University. I need your letter of recommendation to make my application count. Please, find all necessary details in the attachment.

May I request you to issue me this letter latest by 15 May 2021?

**Yours Sincerely,**

Linda Aouine