Maria Medina
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San Jose, Ca 95192

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Dear Professor Medina,

How have you been? I have been doing very well, thanks. I was going to come to your office hours last week, but was super busy preparing for a major assignment. On top of that, my car recently broke down and I have been commuting by bus. This has also increased my allergies, so I feel a little weak. Still, I am prepared for all of life's challenges.

Even though I don't have any classes with you this semester, I have taken two major courses with you. I'm pretty sure you are familiar with my academic work. Remember the class potluck we had last year? We both brought "healthy" desserts and chatted about our interests in nutrition. I have always admired your approachability. Your cookies were also pretty delicious.

To close, I will be graduating this semester and am applying to the Master's of Public Health program. Attached to this letter you will find a recommendation form I need you to fill out as part of my application packet. Please take your time because I know you are very busy. The deadline for my application is next week, so I will pick this up from you in two days. Thank you so much!

Good luck,

Suzy So