

Sample emails with names removed to protect confidentiality

Mr. Moe---

Is this from one of your students? (see end of this email.) It doesn't give much detail and I just want to make sure it's legitimate. I also wonder where she got the email list.

XXXX LOVED Sports Marketing. I think it is his favorite class he's ever taken. Thank you for teaching him. Thanks also for writing the letter of recommendation for him. If I can ever do anything for you, such as a bulletin board, editing resumes, mock interviews, let me know.

XXXX has XXXX for Marketing 2. He is signed up for Marketing 3 next year.

Sincerely,  
XXXX

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Hi, my name is XXXXX and I am from Aloha High School.

We are putting on a breakfast for the business community around Aloha and would like to invite you and your business to attend. Could you please send a mailing address for us to reach you at.

Thanks for you time,

XXXX  
Aloha Business Student