NOTES:

Talk with Dr. G. regarding the correct salutation to use for the email. For example, if writing to the foreign ambassador, “Excellency:” would be the formal salutation.

In the places where you see ... ask Dr. G. how to refer to a person from your country accurately.

THE EMAIL:

My name is.... I am a university student who has been given a semester-long research assignment to learn all that I can about your country. I have begun to study your country and have come to admire your culture and the way you conduct business. However, I still lack the inside knowledge of your culture and business practices that only a ... could provide.

I am writing to ask you for your help in finding a .... who would be willing to talk to a student who is attempting to develop a better understanding of your country. From my perspective, it would be a true honor to have the opportunity to speak to someone willing to talk to me about your culture and/or your ways of doing business.

If no one at the Embassy is available for me to talk with, could you please recommend someone from the .... community whom I could contact?

Thank you for taking the time to consider this request. Please understand even if you cannot help that I am most grateful.

Sincerely,