

Dear Miss Emma,

Your note was handed to me last night. I will most cheerfully comply with your request and you may rest assured that I will do the best I can to relieve you of the tasks impressed upon you. I shall go to work immediately and endeavor to have both essays ready in the course of a week or two at \_\_\_\_\_. It has always been my delight to assist my friends, especially those of the gentle sex.

I have selected as the first subject on which to write “\_\_\_\_\_ lightly in our \_\_\_\_\_.”

I may then take up the subject “Many have fallen by the sword, but more by the tongue.” Or “Throw your hatchet higher”- Also of the two subjects you have suggested, I seem to be suitable for the occasion, as it is difficult to determine which to select.