*Date*

Dear Dr. Bornemann,

I, *student name* (V00*123456*), have participated in the laboratory part of ELEC 300 in *year* when it was taught by Dr. *Instructor*. My ELEC 300 lab marks were *xy*/10.

I agree that those lab marks be transferred to the current spring 2018 course.

Regards,

*Real signature*