May 22, 2024

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am currently failing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the following three reasons:

a)

b)

c)

Based on these items and my subsequent grade I have not mastered enough material to pass the course and need to make you aware of this issue. My instructor has viewed this document and also wishes to make you aware of the denial of credit for this course this term if I cannot bring up the grade to passing. Please sign at the bottom of this document noting that you are aware of the situation.

Respectfully,

Student name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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