

**Technical Writing**

Name: Sama Sammar

ID: 202110795 Date: 16/11/2024

Homework Assignment # 2: Email to the dean.

To: [Mahmoud.Obaid@aaup.edu](mailto:Mahmoud.Obaid@aaup.edu)

Cc: [Sami.Awad@aaup.edu](mailto:Sami.Awad@aaup.edu)

Subject: Request for Study Seating in the College

Dear Dr. Mahmoud Obaid,

After greeting,

I’m Sama Sammar, a CSE student at Engineering Faculty. I’m writing to request the provision of suitable seating for study outside the classrooms of Engineering College. Currently, there are no spaces with seating for students who need to study or work in groups between classes. Providing these things would greatly improve the academic environment!

Thank you for your time.

Best regards.

Sama H. Sammar

CSE Student

Engineering Faculty

Arab American University, Palestine

+970569882246