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*To:*

Ph.D. Thanh Tung Duong

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*January 7, 2024*

Dear Mr. Duong,

I hope this letter finds you well. I am writing to express my deep gratitude for the enriching Technical Writing and Presentation course. I am writing this letter to confirm to you that I deserve a score of 9 to 10 in your subject.

From the onset of the semester, I have told myself that I will try to fully enjoy all the knowledge that the subject brings. I also consistently demonstrated a strong commitment to excellence. I have attended all lectures, and dedicated substantial time to independent research. Besides, I always try to develop my own knowledge through lectures as well as completing assigned assignments. Furthermore, I have collaborated effectively with my classmates on group projects, contributing my skills and knowledge while also learning from others. This teamwork spirit not only enhances my own learning experience but also fosters a positive and enriching classroom environment.

I am confident that with the writing and presentation skills I have acquired from this course, coupled with active participation and successful completion of both individual and group assignments, I deserve to achieve a grade of 9 to 10 in this subject. I am truly grateful for the knowledge and inspiration that you have imparted to us.

Thank you for your time and consideration.

Sincerely,

Quoc Bao Vu