

EXAMPLE #4

TO: RYAN.FERGUSON@FSU.EDU

CC:

FROM: GEORGIEPORGIE@HOTMAIL.COM

SUBJECT LINE: MISTAKE IN GRADE

Dear Mr ferguson,

I was looking on live grades yesterday and saw that I have an F on the last test; however, when I got my test back in class, you gave me a B. I sholdn't have an F and it's not fair for me to have a grade that I didn't earn. Why did you put the grade in wrong? Please fix this as soon as you can. My mom is really mad at me. Thank you very much for your time in reading this message and I hope that we can fix this soon.

Thanks,

George

GEORGIEPORGIE@HOTMAIL.COM

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