

April 8, 2015

UNDERGRADUATE REQUEST

SUBMITTED BY THE COLLEGE OF EDUCATION, NATURAL SCIENCE AND MATHEMATICS

(Submitted by Mathematics and Statistics)

9-Cora Cora "X" Request: MATH 103, Title

Mathematics 103-2015/2016 year approved

Supervisor: [Name]

April 16, 2015

Dear Mr. [Name],

Thank you for your letter of [Date].

I am sorry to hear that you are having trouble with your [Product]. I will do my best to help you resolve this issue as quickly as possible. Please provide me with the following information:

- 1. Your account number
- 2. A description of the problem
- 3. Any error messages you have received

I will contact you again once I have received your response.

Thank you for your patience.

Sincerely,
[Name]
[Title]

Company Name
Address
City, State, ZIP