

Subject:

Message:

Dear Dr. Radley,

This is Brad Johnson from your History 101 class. I'm sorry for missing class last Thursday, but I had a family emergency that I needed to attend to. I regret missing your lecture, and I'm hoping that you might be able to give me notes for the material I missed. If you are unable to give me notes for the material, is there another student in your 101 class that you might be able to direct me to who could help instead?

I would greatly appreciate any help you might be able to give me.

Sincerely,

Brad Johnson
HIST101, Section 2

Subject:

Message:

Dear Dr. Jennings,

This is Cassandra Ingalls. I'm currently in your Communications 190 class, but I've taken additional classes of yours in the past, all of which have been very informative. Recently, I decided to switch my major to Communications, and I was hoping you might be willing to become my advisor. I realize that you must already have plenty of other students you are in charge of, but since your classes are part of the reason I decided to switch majors, I thought I would ask you first.

Please let me know at your earliest convenience if you would be willing to become my advisor.

Thank you very much,

Cassandra Ingalls
COMM190, Section 1