

Dr. Aaron Barlow
Faculty
New York City College of Technology
300 Jay Street
Brooklyn, NY 11201
Room. N503

Dear Dr. Aaron Barlow

I have been patiently waiting for your submission of my grade change to process. The grade has been successfully updated and is now visible in my transcript. I would like to commend you for your professionalism and sustained communication throughout this matter. Since the first email I sent concerning my grade, you not only took the time to listen to my plea but used it as an opportunity to teach. You made a lesson out of the situation by making me write a technical letter explaining why I should receive a grade increase. This act reinforced the devotion I saw in you throughout the semester to teach your students about technical writing and its importance in the real world. I wish you much success in your duties as an educator.

Sincerely,

Richard Matos