

To: Prof. U. Lyon Sack, SCU Department of Civil Engineering [*my name goes here*]

From: Victor Analysis [*your name here*]

Date: [*the current date*]

Re: [*The course number and homework or exam this memo is in reference to*]

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Dear Professor Sack,

I am writing in regard to Homework assignment X, which I submitted on October Y, 2003. On Problem 2.327 you deducted 3 points where everything seems correct. If you would please review this again I would be appreciative.

Sincerely,

Victor Analysis

Attachment: Homework assignment as graded