Thomas Martin,

Wyoming

09 March 1978

Mrs. Barbara Evans,

Teacher,

Department of Sciences,

Yardley School of Secondary Education,

Wyoming, USA

Dear Mrs. Evans,

I am Thomas Martin and I am a student of Grade XI. I attend your Science classes on every Thursday and Tuesday. My roll is BEC234345.

I have written to you to bring to your kind notice that my semester answer sheet has not reached me. I was in the class when the sheets were distributed but my paper was not there in the lot. When I spoke to the in charge about it, she advised me to write to you about it. I request you to kindly look into the matter at the earliest since the reports are just a week away.

I thank you for your concern and the trouble involved in the matter.

Regards,

Thomas Martin