Mr. Ian Aspen

1234 West Dr ML King, Jr Blvd  
Tampa, Florida 33607

April 7, 2010

Prof. Ellen Winfrey

Department Head

Florida University

Dear Prof. Winfrey,

I am a graduating student taking up Bachelor of Science in Physics at your university.  I am writing this letter to report a complaint I have about one of my professors, Prof. Veronica Washer.

Prof. Washer is my current teacher in the subject Thermodynamics.  Since the start of the academic year, she has been regularly requiring us to do and submit projects every month.  Everyone in class have obliged and have dutifully done the said projects.  However, in the last two months, the projects have required us to spend large amounts of our own money to complete.  Because of the expensive projects, I have not been able to submit them since I am a working student and lack the finances.

I hope this matter receives prompt action from your good office.

Thank you.

Respectfully,

Ian Aspen