**CC:** Jeanette Ruddick [ruddickj@luhsd.net](mailto:ruddickj@luhsd.net)

**Subject:** *(Your Name, your ID Number, Class, Period)*

Dear Ms./Mr. \_\_\_\_\_\_\_\_\_\_\_\_;

I checked my grades on Aeries and understand that I am missing assignment(s) \_\_\_\_\_\_\_\_\_\_\_\_. I’d like to talk to you about it. I am anxious this/these missing assignment(s) is/are affecting my overall grade. I would like another opportunity to turn in \_\_\_\_\_\_\_\_\_\_\_\_. I would really like to improve my grade in your class and would appreciate the opportunity to resubmit that/those assignment(s). I understand this may inconvenience you, and I appreciate your patience with me. May I help somehow? I can help around the classroom or make copies for you to help save you time when we get back to school. Please let me know. I will check in with you in two days on \_\_\_\_\_\_\_\_\_\_\_\_.

Thank you,

*(Your Name)*