

Mrs. Putro's Corrections Request Email

FIRST:

- Compose Mrs. Putro a properly formatted email requesting permission to correct the eligible assignment **within one week of receiving the grade and feedback** for the work. *You must read and understand the feedback before submitting a corrections request.* You may copy and paste this message frame into your email.

To: eputro@canfieldschools.net

Subject line: Corrections request for [assignment title]

Greeting:

Hello Mrs. Putro,

Body:

I am writing to request permission to correct my work on [assignment title]. Now that I have reviewed my errors and your feedback, I better understand that when completing this work I must [state what you did not understand before]. I can assure you that I made an effort to do my best on this work the first time because I recall [how you used the time you were given to work; how you prepared for the work; how you checked the work; etc.]. The most likely reason I did not do better on this work is [insert reason].

Thank you for considering my request.

Closing:

Sincerely,
First name

NEXT:

- Send the email.

AFTER:

- Wait for Mrs. Putro's response. **Read it.** It is possible you will be asked to answer additional questions before she makes the final decision, especially if your initial request did not contain all the details needed. When the decision is made, you will receive a reply to that email which will tell you if permission has been granted or refused.
- If you receive permission to correct the work, you will also be assigned a due date for the corrected work. You are expected to not only make the changes to the work but also turn it in by that deadline. Neglecting to do so may forfeit the recovery of any of the missed points.