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*SUBJECT: Civil Procedure - Requesting Suggestions for Improvement*

*Dear Mr. Eberhardt,*

*My name is Emil, and I’m a student in your Civil Procedure course.*

*While I’m greatly enjoying the course, I’m not fully satisfied with my progress. I feel there are certain topics where I could be doing better.*

*I’d like to meet with you to discuss how I can improve my test scores: whether I could benefit from additional tutoring, mock tests, or other measures.*

*I’d like to drop by during your office hours on Tuesday, if that works for you.*

*I look forward to hearing from you.*

*Regards,*

*Emil Anderson*

*Civil Procedure, Class of 2022*

*Pendleton State University*