

Dear Professor

I would like to inform you that **Student** has accepted an invitation to participate in a project that I am currently working on for the Valencia master course shell for SPC 1600, Fundamentals of Speech on Tuesday, November 18, 2008 on the West Campus.

As part of my tenure process and as one of my Learning Outcomes, I have been assembling student speech samples. This semester I asked faculty in the Communications Department to recommend students who did well on any of their in-class speech assignments to participate. **Faculty** recommended **Student** to me and he/she agreed to participate.

I regret that in order for **Student** to be a part of this project he/she will miss one class session with you. While I understand he/she will be unable to engage in the learning process you had planned for the day, I would appreciate any consideration given to him/her for participating in this project.

Thank you for your time and if you have any questions, please do not hesitate to contact me.

Edie

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