

(insert name)
(insert street address)
(insert suburb & postcode)
Tel: (insert home number)
Mob: (insert mobile number)
Email: (insert email address)
Student ID No: (insert student number)

Date (insert)

Professor (insert name)
Department of (insert department)
Faculty of (insert faculty)
Monash University

Dear Professor (insert name)

I am writing to you in respect of **tell the person why you are writing the letter, such as failing a subject, applying for special consideration, wanting to change course, or that you are asking for their help.**

Outline the facts and the history to this point in time, such as the subjects you did last semester, the fees you didn't pay, the enrolment form that was lost.

Explain why the events happened and discuss the matters that have impacted on your ability to complete your studies or goals, such as your health, family pressures, financial difficulties, or any personal problems you may have faced. You can also enclose proof such as a medical certificate or police statements.

Propose a suggestion to help your situation and explain how such a suggestion can resolve the issue concerned.

Please contact me / I am happy to discuss**let the reader know the easiest way to contact you as they may wish to ask you for additional information.**

Thank you for your time / consideration / patience **remember to thank the reader for their attention and efforts.**

Yours faithfully,

sign your letter

(insert name)