

Class Project Presentation Details Request

Date: [Insert Date]

To: [Instructor's Name]

Subject: Request for Details Regarding Class Project Presentation

Dear [Instructor's Name],

I hope this message finds you well. I am writing to request further details regarding our upcoming class project presentation scheduled for [Insert Date]. Specifically, I would appreciate clarification on the following points:

- Duration of the presentation
- Number of slides allowed
- Criteria for assessment
- Preferred presentation format (in-person/virtual)
- Any specific topics to focus on

Sincerely,

[Your Name]

[Class and Section]

[Contact Information]