

Letter Regarding Issues with Tutoring Materials

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention some issues I have encountered with the tutoring materials provided for [specific subject or course].

Firstly, [describe the first issue with the materials, e.g., inaccuracies, outdated content].

Secondly, [describe a second issue, e.g., lack of clarity in explanations, missing resources].

These issues have posed challenges in the tutoring sessions, and I believe addressing them will significantly enhance the learning experience for the students.

I would greatly appreciate your assistance in resolving these matters. Thank you for your attention to this issue, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Position or Relationship to the Tutoring Program]