

Request for Tutoring Service Resolution

Date: [Insert Date]

To: [Tutor's Name]

From: [Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Tutor's Name],

I hope this message finds you well. I am writing to formally request your assistance in resolving some issues I have encountered with the tutoring sessions we have been conducting.

Specific concerns include:

- [Concern 1]
- [Concern 2]
- [Concern 3]

I believe that addressing these concerns will enhance the effectiveness of our sessions and contribute to better learning outcomes. I would appreciate the opportunity to discuss this matter with you at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]