

To: _____
Student's First Name

Student's Last Name

/ /
Date

I (recommend/ require) that you visit the Writing Center to meet with a tutor regarding:

- Getting Started Thesis Statement Organization
 Format (including citations)

Grammar Areas (Please Specify Below)

- Word Choice and Language
 ELL
 Mechanics

Development and Evidence Areas (Please Specify Below)

- Quotes/Paraphrases/Summary
 Research
 Paragraph Quality

I (have/ have not) attached a copy of the assignment to this letter, I (would/ would not) like a copy of the tutor's session report after the visit emailed to me at:

Instructor's Email Address

Instructor's Name

Course Name

Instructor's Signature

Department and Course Number

Instructor: Tear off this section and retain it for your records

Writing Center visit (recommended/required) for _____ on _____
Student's name

/ /
Date

regarding _____
Boxes checked off above