

To: _____ (name of your course/section instructor)
From: Mahmoud Al-Hindi, Associate Dean
Subject: Review of Final Exam
Date: _____

Please note that the student _____
ID number _____,
taking the course & section _____ has requested that her/his final exam
be reviewed. You are kindly asked to review the final exam of the above-mentioned student,
and to show her/him the exam detailed results if you so desire.

Thank you.

Mahmoud Al-Hindi
Associate Dean