Dear Mr. Terrance Evans,

Having been unable to reach you before I left school, I am writing to tell you that the dean's office has extended my extension, so that my paper for your 101 course will be in the dean's office by Monday, the 24th of June.

Miss Jeffchen asked that I find out from you whether you intend to read it yourself or have someone else do it, and if so, who. I would appreciate it very much if you would let me know.

I'm sorry to put you to so much trouble. I'll try to make the paper worth it.

Sincerely,

Vicki May