1234 Main Street

Bay Point, CA 94529

November 8, 2015

Dear Mr. Davidson,

My son is David Rodriguez. He is in your fourth grade class. I am writing to ask you to please make your homework instructions easier. I am new to speaking English and I cannot understand everything. I am trying to help David, but I am not able to help him because many times, I do not understand.

I am going to English school. I want to speak better English. I want to talk to you about this problem. I want to make an appointment to talk to you about this problem. Please call me. My cell phone number is (925) 678-1234.

Thank you,

Cecilia Rodriguez