

To Whom It May Concern

I

Mr. and Mrs. Jack on the University of Illinois

- I am writing to the Office of Academic Affairs to inform you of my resignation and to request a letter of recommendation.
- I am writing to inform you of my resignation from the position of Assistant Professor of Biology at the University of Illinois. The University is unable to make the necessary accommodations for my academic relocation.
- I am writing to inform you of my resignation and to request a letter of recommendation from the University of Illinois.
- An appointment to obtain my academic records from the University of Illinois.
- If the University of Illinois will be able to provide the official academic records to the Office of Academic Affairs.

All academic records will be provided to the college of the following: