**Formal Letter (Artifact #1)**

This formal letter will demonstrate my grammar and professionalism in literacy to give a better idea of my writing capabilities. Here is an example of a persuasive-style, formal letter requesting more accommodating class times. Notice the tone of the email and the ability to give reasoning for the request.

Christopher Zwicker

Publix at Seven Hills

Store Number: 411

160 Mariner Blvd

Spring Hill, FL 34609-5689

Friday, August 26, 2022

Keiser University

ATTN: Chancellor

1500 NW 49th Street

Fort, Lauderdale, Florida

Dear Dr. Keiser:

My name is Christopher Zwicker. I am a current employee for Publix Supermarkets requesting that classes be offered in a more flexible manner to further my education and progress with my professional career within Publix. Currently, I am eligible for benefits offered to me by the company but cannot redeem said benefits due to conflicting schedules with work and school.

Publix offers a generous tuition reimbursement to their associates to further their education, however, given that I work full time hours, I cannot attend classes that are offered infrequently during the week and on weekends only. I wish to pursue the opportunity of receiving the tuition reimbursement.

I am respectfully requesting that classes be offered more frequently throughout the week after business hours. I have fellow co-workers that would like to achieve the same in professional advancement. I feel as if this request is justifiable due to differences in the student bodies work schedules. The students that work outside of the parameter hours of normal business hour class times are receiving an injustice to their educational needs. This change will provide a substantial increase in profitability to the university with the additional student educational needs being met.

Respectfully,

Christopher Zwicker

Christopher Zwicker

