

Your name
Your address and phone number
Date
RE: AUDIO BOOKS
COURSE: (department and course number)

Dear Dr. X,

I am planning to take the above course with you this fall. I rely heavily on audio books because of my learning disability. I must order audio texts several months in advance to allow taping time if the book is not in stock.

I would be very grateful if you would send me a complete list of textbooks that you plan to use for the above course.

I would also be grateful for copies of any additional printed materials, including handouts that you plan to assign so I can arrange to have them taped.

If you are using only portions of any book, please note exactly which chapters or pages will be assigned. Because time is so short between semesters, my readers can record only the necessary portions.

Audio transcriptions require:

FOR BOOKS:

Title
Author
Publisher
Edition (critical)
Copyright Date
ISBN number

FOR OTHER PRINTED MATERIAL: a legible copy. I can pick up the list from your office, you can put it in the mail (your address) or you can e-mail it to me at (your e-mail address), whichever is most convenient for you. If you have any questions, I can be reached at (your phone number).

I sincerely appreciate this extra effort on your part and I look forward to being in your course this winter.

Sincerely,

(Your Name)