To: Miss Sims

From: Mrs. King

Date: September 30, 2011

Subject : Computer Technology

Today in Digital Communication Tools, we experienced many technical difficulties while trying to log into our computers. We contacted the Technology Department, and they sent Mr. Stalbaum to our class to address the many issues we were experiencing. By the time we were able to all log in to our accounts and open a document, we only had 20 minutes left of class. We are now several days behind in our class schedule. . We hope to have these issues resolved so that we may be able to continue class on a normal basis. Thank you for your attention in this matter.