



**William Howard Taft**  
University

**Exhibit A**

To: [Student\\_Support@TaftU.edu](mailto:Student_Support@TaftU.edu)

**GENERAL PETITION**

To:

Date: \_\_\_\_\_ Student # \_\_\_\_\_

Date When Receipt of Answer is Essential \_\_\_\_\_

From:

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home (\_\_\_\_) \_\_\_\_\_ Office (\_\_\_\_) \_\_\_\_\_

**CONCISE STATEMENT OF ACTION OR INFORMATION DESIRED AND ELABORATION OF REASONS OR JUSTIFICATION FOR REQUEST:**

*(Use additional sheet if more space required)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_

**RESPONSE BY UNIVERSITY STAFF MEMBER TAKING ACTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of University Staff Member \_\_\_\_\_ Date \_\_\_\_\_