

EMAIL TEMPLATE

This is a template to use for communicating via email with staff or faculty. You can use this with faculty or staff at your college.

General tips:

- Communicate via email. Some faculty at your school may provide you with a phone number to communicate, but email is generally preferred.
- Use your school email. Do not use your personal email address. This ensures school-related communication is secure and your instructors know who they are communicating with about education-related questions.
- Make sure to include:
 - Your full name
 - Your class section number
 - Your student ID number

Hello [RECIPIENT NAME],

My name is [NAME] and I have a question about [YOUR QUESTION].

OR

I need to miss class on [DATE] because [REASON].

Could we meet at [TIME PLACE] or set up an online meeting to discuss further?

Thank you,
[YOUR NAME]
[CLASS NAME AND SECTION]
[Student ID Number]

Open the email with a greeting

State your question clearly and specifically. This could be that you have a question about the FAFSA deadline or you have a question about this week's homework assignment. For example, if you have a question about homework, identify specific problems or questions you have for the instructor.

If you have a request instead of a question, state it clearly and specifically. This could be that you need to miss class because your childcare fell through. State the reason clearly. Be honest. Your professor can help you better if they understand what is going on with you.

State your need. If you want to discuss your question more, you can ask to meet with your professor. If you want to set up a meeting, provide times that work for you.

End the email with a sign off. Thank you and your name works well.