### **Email Template: Question About Course Material**

**Subject:** [Topic/Concept] Question – [Course Name or Section]

Dear Professor [Last Name],

I hope you’re doing well. I’m reaching out with a question regarding [briefly state the concept or topic, e.g., “the differences between classical and operant conditioning”] from [lecture, reading, assignment, etc.].

I’ve reviewed the course materials, including [name any specific resources: lecture slides, textbook chapters, external sources, etc.], but I’m still having trouble fully understanding [briefly describe what’s unclear or confusing]. I’d really appreciate the chance to get some clarification so I can stay on track and prepare effectively for [upcoming quiz, assignment, class discussion, etc.].

Would you be available to meet during office hours or at another convenient time this week? I’m happy to work around your availability.

Thank you for your time and support!

Best,
 [Your Full Name]
 [Course Name & Section, if applicable]

### **What to Include:**

* **A clear subject line** with the topic and course
* **Your specific question** or confusion
* **Proof you’ve done the work** (mention readings or resources you reviewed)
* **Why you’re asking** (e.g., upcoming test, trying to improve)
* **Request to meet or follow up**
* **Your full name and course info**

### **Tips for Students:**

* **Be specific** about what you don’t understand—avoid vague language like “I don’t get it”
* **Be respectful** of their time and offer to meet during office hours
* **Use your school email account**
* **Proofread** your message before sending it
* **Don't wait until the last minute**—give your professor time to respond

### **Email Template: Follow-Up on Assignment Grade**

**Subject:** Follow-Up on [Assignment Name] Grade – [Course Name]

Dear Professor [Last Name],

I hope you’re doing well. I recently saw the grade for our [assignment name, e.g., “Research Essay”] in [course name], and I wanted to follow up to better understand the feedback.

I’ve reviewed the rubric, but I’m still unsure where I may have gone wrong or what I can improve. If possible, could you provide comments on my assignment or share some insight into the areas that impacted my grade? I’d really appreciate the guidance so I can do better on future assignments.

Thank you for your time and support. I look forward to learning how I can grow as a writer/student.

Best regards,
 [Your Full Name]
 [Course Name & Section, if applicable]

### **What to Include:**

* A clear and respectful **subject line**
* Reference to the **assignment and course**
* Acknowledge that you’ve **reviewed the rubric/feedback**
* Ask for **clarification or additional comments**
* Keep a **professional and positive tone**
* Include your **full name and course section**

### **Tips for Students:**

* Avoid sounding like you’re disputing the grade—focus on wanting to learn and improve
* If you’re asking for a meeting, offer to meet during **office hours**
* Always say **thank you** and be courteous
* Don’t send the email in frustration—take a moment to reflect first

### **Email Template: Extension Request Due to Illness**

**Subject:** Request for Extension – [Assignment Name]

Dear Professor [Last Name],

I hope this message finds you well. I’m reaching out because I’ve recently been sick with [brief description, e.g., the flu], and it’s made it difficult for me to complete the [assignment name] that’s due on [due date].

I’ve made progress on the assignment, but I’m concerned that I won’t be able to submit work that truly reflects my abilities or meets your expectations. Would it be possible to receive a short extension so I can complete it once I’m feeling better?

I’ve attached a doctor’s note in case documentation is needed. Thank you for your time and understanding—I really appreciate it.

Best regards,
 [Your Full Name]
 [Course Name & Section, if applicable]

### **What to Include:**

* A **clear subject line** with the word “extension” and assignment name
* A **brief explanation** of your illness (no need for medical details)
* The **assignment name** and original **due date**
* A respectful **request for a short extension**
* Mention any **documentation** if applicable
* A sincere **thank you and closing**

### **Tips for Students:**

* **Ask early**—don’t wait until the last minute
* Keep the tone **respectful and honest**
* Don’t overshare—just enough to explain the situation
* If you’re able, mention **what you’ve completed so far**
* Always offer to provide **documentation** if needed

### **Email Template: Missing Class Notification**

**Subject:** [Class Day] Class Absence – [Course Name]

Dear Professor [Last Name],

I hope you’re doing well. I wanted to let you know that I will be unable to attend class on [day, e.g., Monday] due to [brief reason, e.g., a doctor’s appointment].

I’ve reviewed the syllabus and upcoming materials, and I will make sure to complete all required readings and assignments by their due dates. I’ve also arranged to get notes from a classmate to stay on track with anything I may miss during the session.

Please let me know if there’s anything additional I should be aware of. I appreciate your understanding and apologize for any inconvenience.

Best regards,
 [Your Full Name]
 [Course Name & Section, if applicable]

### **What to Include:**

* A clear **subject line** with the date and course
* The **date of absence** and a **brief reason** (don’t overshare)
* Mention your **plan to stay caught up**
* Ask if there’s **anything you’ll miss** that requires extra attention
* A **thank you** and your full name

### **Tips for Students:**

* **Email ahead of time** if you know you’ll be absent
* Keep it **professional, short, and respectful**
* Avoid vague phrases like “I have stuff to do” — be clear but brief
* If you're missing class due to illness or emergency, **you can offer documentation** if needed

### **Email Template: Request for Letter of Recommendation & Reference**

**Subject:** Letter of Recommendation Request – [Job Title/Opportunity Name]

Dear [Name],

I hope you’re doing well! I’m excited to share that I’ve applied for the **[Job Title, e.g., Operations Manager at the YMCA]**, and I’ve made it to the reference stage. I’m reaching out to ask if you’d be willing to serve as a reference and write me a letter of recommendation.

The letter would need to be submitted by **[due date, e.g., May 29, 2025]**. Please let me know what information you might need from me—whether that’s my resume, the job description, or a list of accomplishments. I’m happy to send it over or meet in person if you’d prefer to discuss it together.

Thanks so much for your time and support. I truly appreciate it!

Best regards,
 [Your Full Name]
 [Your Email] | [Phone Number, if appropriate]

### **What to Include:**

* A **clear subject line** with the request
* What you’re applying for and why the letter is needed
* The **due date**
* Offer to provide **supporting documents** (resume, job description, etc.)
* Option to meet or talk if they’d like context
* Express **gratitude** and give them an easy way to say yes (or no)

### **Tips for Students:**

* **Ask early**—at least 2–3 weeks before the deadline
* Choose someone who knows your **work ethic, character, or leadership**
* Be **polite and flexible** with their schedule
* Always follow up with a **thank-you note or email**
* If it's a reference with no letter, just clarify they may be contacted

### **Email Template: Request for Meeting with Staff**

**Subject:** Meeting Request – [one- or two-word description of topic]

Dear [Name],

I hope you're doing well! I’m reaching out to see if we could schedule a time to meet. I’d really appreciate the opportunity to [brief reason – e.g., “discuss my roommate issues,” “get your insight on a project,” “talk through a few ideas,” etc.].

Please let me know if there’s a day or time that works best for you—I’m happy to adjust to fit your schedule. Here are some dates and times that would work for me around my class schedule:

DATE/TIME

DATE/TIME

DATE/TIME

DATE/TIME

Thanks so much for your time. I’m looking forward to meeting with you!

Best regards,
 [Your Full Name]
 [Your Email] | [Phone Number, if appropriate]

### **What to Include:**

* A **clear subject line** with the request
* What you’re applying for and why the letter is needed
* The **due date**
* Offer to provide **supporting documents** (resume, job description, etc.)
* Option to meet or talk if they’d like context
* Express **gratitude** and give them an easy way to say yes (or no)

### **Tips for Students:**

* **Ask early**—at least 2–3 weeks before the deadline
* Choose someone who knows your **work ethic, character, or leadership**
* Be **polite and flexible** with their schedule
* Always follow up with a **thank-you note or email**
* If it's a reference with no letter, just clarify they may be contacted