How To Professionally E-Mail Your Professor

Knowing how to properly e-mail your professor allows you to make a good impression and adjust to communicating in a professional setting.

1. Create a clear subject heading
   - State either the course title or number
   - State what the email is about

2. Use a greeting and signature
   - Remember to use proper punctuation, capitalization, spelling and grammar throughout the e-mail
   - Helpful app: Grammarly

3. Explain why you are reaching out
   - Make sure that before asking for help or notifying of absence you have checked all resources available (i.e. syllabus, blackboard)
   - Try to describe your thought process prior to asking a question as it is perceived as more considerate rather than just asking a question without context.
   - Understanding your professor’s time is valuable, try to keep the message concise.
   - At the end of emails always thank your professor for their help

4. Proofread
   - Confirm professor e-mail
   - Re-read for clarity
   - Check for errors

Reference: https://www.insidehighered.com/views/2015/04/16/advice-students-so-they-dont-sound-silly-emails-essay
Clarifying Questions

Dear ______________,

I am writing to ask about [essay, material covered, readings, etc.]. I have a question about [specific portion or readings, etc.] and I was wondering if you could provide me any assistance to clarify my question. I have checked [syllabus, blackboard, etc.] for additional information. Am I looking in the right spots?

Thank you for your time. Have a great day!

Best,
YOUR NAME

Setting up Meeting

Dear ______________,

I am reaching out to set up a meeting with you. I have a [question/concern, etc.] about [homework, project, essay, etc.] and would appreciate any help. I am available to meet at the following times [INSERT DATES AND TIMES]. Please let me know if any of these times work with your schedule or if another time would be better.

Thank you for your time.

Best,
YOUR NAME

Notice of Absence

Dear ______________,

I am writing to 1) ask if it would be possible to miss class or 2) notify you that I will be absent on [INSERT DAY] due to [medical reason, emergency, etc.]. Although, I will be missing lecture [make up missed work, submit assignment, etc].

Thank you for your time. I will see you in the next class.

Best,
YOUR NAME