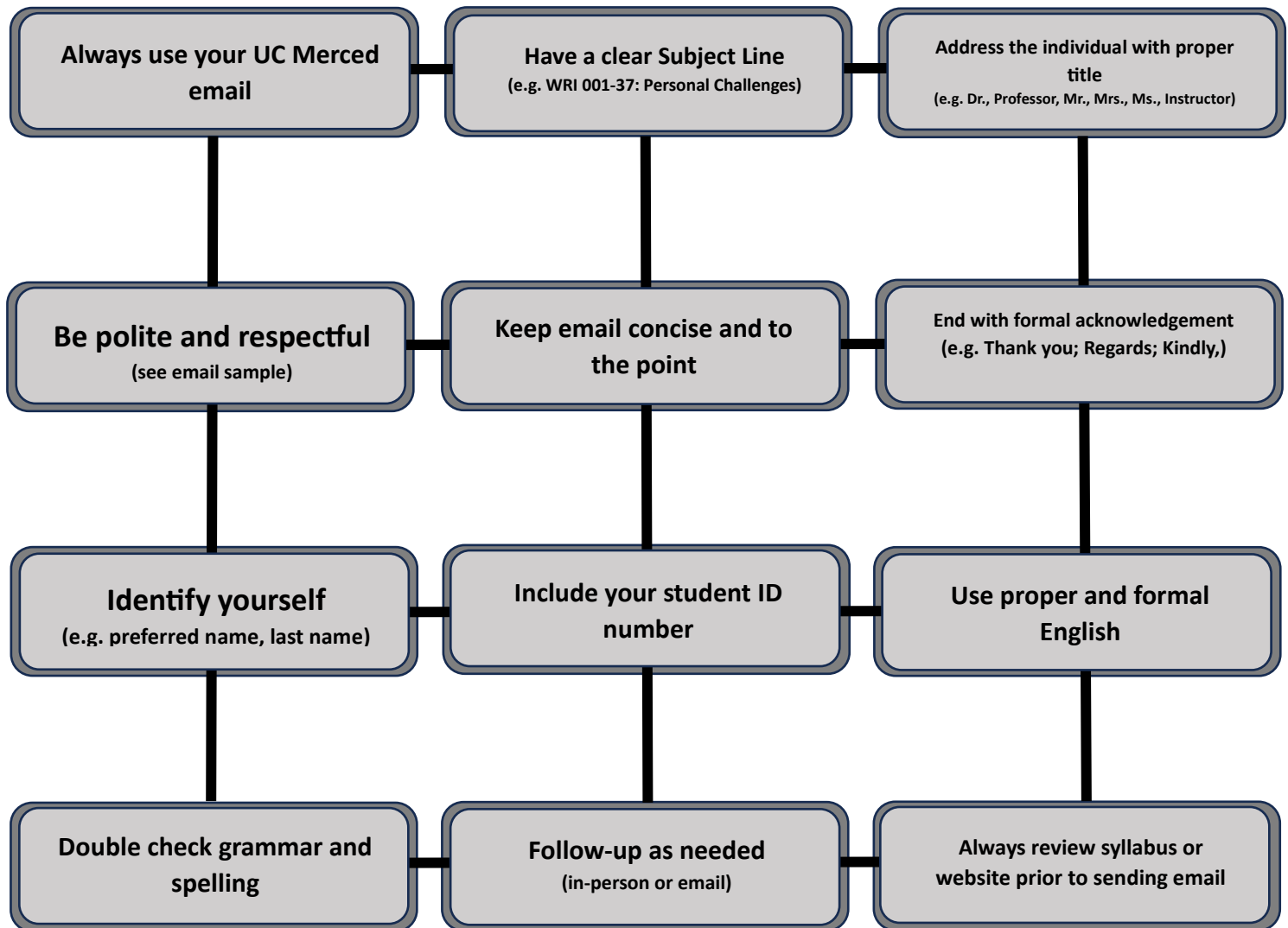


How to Write an Email to a Professor/University Office

Having good communication skills can help you communicate more effectively with those around you. Email is one of the many key methods of communication between you and your professor or with a university's office. This handout will provide you with general tips on how to write a formal email.



When writing an email...

1. Be proper, formal, and concise.
2. Always address the individual by their title (Professor, Dr.).
3. Introduce yourself.
4. If emailing a professor, include the course number and section (e.g., WRI 001 - 37).
5. Avoid a demanding tone since you are asking the professor to consider making an exception for you.
6. Be clear and express your personal challenges and what you are requesting.
7. Always express your gratitude and acknowledgement for their time and consideration.
8. Be patient waiting for an email response.
9. If no response after 2-3 business days (Mon-Fri), consider following up with another email or visiting their office hours.



Email Samples

Sample 1:

Subject line: WRI 001 – 37: Personal Challenges

Body:

Hello Dr. Smith,

My name is John Home. I am reaching out to you in hopes of asking for a deadline extension for our writing project due this Friday. I was in a car accident on Sunday and was in the hospital until Monday night. I broke my arm, and I am now in a cast. I would be happy to provide you with a doctor's note but would like to ask if I could please turn in my project in on Monday. This would allow me the weekend since working on my computer is difficult with my arm in a cast. I have attached a note from my doctor as proof of absence.

I plan to come to your office hours tomorrow but wanted to give you this information in advance. Thank you for your time and consideration.

Kindly,

John Home
123456789

Sample 2:

Subject line: Course Registration

Body:

Hello Mrs. Doe,

My name is John Home and I am one of your advisees. I have some general questions about course registration and was hoping you can clarify for me.

1. I took college courses during high school but missed the July deadline to submit transcripts. I recently submitted my final college transcript to UC Merced and would like to discuss how courses transfer. Should I come to your walk-in hours or make an appointment to talk about this?
2. I'm interested in a major and possibly two minors. Could I talk with you about how to fit everything into a 4-year plan?

Thank you for your time and support. I register next week and hope to hear from you before then.

Kindly,

John Home
123456789

