



## HOW TO EMAIL YOUR PROFESSOR

### EMAIL ETIQUETTE FOR STUDENTS

Include class code and section.  
Also, give brief description of subject.

Subject Line: Missing Class on March 23, SIS 100-001

Dear Professor Stewart,

Address your professor  
with a standard greeting like  
"Dear Professor/Dr. ..."

This is Chloe Hayes from your SIS 100-001. I am writing to let you know that I am sick and will be unable to make it to your lecture today on Political Economy of Violence.

The first sentence should  
include  
your name.

Would it be possible to stop by your office hours or schedule an appointment to go over the material that was missed? Please let me know what would work best for you, and I will be sure to proceed accordingly.

Try to keep the email brief and  
straightforward.

Thank you for your understanding.

End the body of your  
email with a thank you.

Best regards,

Chloe Hayes

Student ID: 1234567  
Email: chayes4567@american.edu

Sign-off with a  
complimentary close,  
followed by your name,  
Student ID# and email.

#### Checklist

- Did you use your American University email to avoid landing in the spam folder?
- Is your tone polite and respectful?
- Are your sentences complete, coherent, and without spelling errors?
- Are your attachments appropriate and correct?
- Did you reference your attachments in the body of the email?
- Did you attach files that are not very large or consider sending them as a PDF or via dropbox?

#### Additional tips

- Professors include specific emailing instructions for two main reasons: personal preference and institution rules. It's best to follow the syllabus as closely as possible regarding proper email procedure.
- Determine whether your reason is good enough to miss the class, such as sickness, medical appointments that cannot be rescheduled, emergencies, lack of available tools to attend the class (for example internet for online classes, and transportation).
- Make sure you email the professor ahead of time, meaning as soon as you know that you won't be in class.

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Subject Line: Support on Improving Grade, SIS 100-002

Dear Dr. Spath,

This is Chloe Hayes from your SIS 100-002. I saw that you posted the grades for our last reports, and I was a little discouraged by my performance on the assignment. I was wondering if it would be possible for us to meet to discuss opportunities on how I could improve my upcoming work? I would be happy to drop by your office hours or make an appointment. Please let me know your preference, and I will be sure to proceed accordingly.

Thank you for your assistance.

Best regards,

Chloe Hayes

Student ID: 1234567

Email: [chayes4567@american.edu](mailto:chayes4567@american.edu)