Email a Professor Clearly

College | Communication | Foundational

Learner: _____ Date: _____

Plan a brief professional email. Include a specific subject, context, request, relevant action already taken, and courteous close.

SPECIFIC SUBJECT LINE

CONTEXT IN ONE OR TWO SENTENCES

CLEAR QUESTION OR REQUEST

NEXT STEP AND COURTEOUS CLOSE

Grown-up note: Check the syllabus first. Use the instructor's stated title and name, include the course section, and avoid sharing private medical details unless necessary.

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