Email is the main mode of communication between university students and instructors. It is important to convey your message in a professional, direct, and concise tone appropriate for an academic environment.

EMAILING AN INSTRUCTOR

1. Include a subject line that explains what your e-mail is about.
   a. Examples: “Request for a meeting,” “Question about midterm paper”
   b. Tip: This is the first impression your e-mail makes on the professor

2. Write a greeting that identifies to whom you are writing.
   a. Examples: “Good morning,” “Good afternoon,” “Dear . . .”
   b. Tip: Call your instructor by the name and title with which they’ve introduced themself

3. Remind the reader of how they know you. For example,
   a. “I am in your BIO 100 lab on Friday at 9:30am.”
   b. “I spoke with you after class Tuesday. . .”
   c. “I stopped by your office this week to ask about MLA citations. . .”

4. Be specific and concise
   a. State the purpose of your e-mail as soon as possible
   b. Avoid excuses and unnecessary details

5. Add a signature
   a. Examples: “Thank you,” “Sincerely,” “Best”
   b. Type out your full name

**Tip:** Always proofread your email before sending it. Check for grammar and spelling.

SAMPLE E-MAIL

To: your.instructor@unlv.edu
Subject: Missing Class on Tuesday

Dear Professor Chen,
I am a student in your English 102 class that meets on Tuesdays and Thursdays. I am writing to let you know that I cannot make it to class on Tuesday because I will be out of town. Can I make an appointment during your office hours to stop by and discuss what I will miss during class?
Thank you,
Junior Foltz