

Writing a Professional Email

1. Choose a subject line that is short but informative.
For example:
A question about my research paper grade
The first step in our group project for PSYC 101
A change in my class schedule
2. Start the email with an appropriate salutation.
For example:
Dear Professor Jones,
3. If appropriate, give a polite greeting, compliment, or friendly statement in order to set a positive tone.
For example:
How are you doing?
Thanks for your help after class yesterday. I really appreciate it.
We missed you in class this week. I hope you're feeling better.
4. Identify the overall point of the email. Think of this as a kind of thesis statement.
For example:
I was surprised by the grade on my research paper, and I wondered if we could arrange a time to discuss it.
We need to decide on a research topic for our project.
Due to a change in my class schedule, I will now be available to work on Mondays.
5. Elaborate on your main point. Be concise but thorough.
6. Politely thank the reader for his/her time.
7. Sign your email.

Sample Email

Subject: Missing Class on Tuesday

Dear Dr. Williams,

How are you doing?

Unfortunately, I won't be able to make it to class tomorrow because of a family emergency. Would it be possible for me to make up the quiz next week? Also, can I email you the homework assignment for that day since I won't be able to turn it in in person? Is there anything else I need to do to make up for missing the class session?

Thanks for taking the time to help me with this.

Sincerely,

Toni Turner