Student Email Template

Dear ______________________,

(teacher’s name)

Good morning!____________________________________

(always include a friendly greeting)

I am writing to you about____________________________

________________________________________________

________________________________________________

(explain what assignment or test you are asking about, what the issue is, and what steps you have already taken)

________________________________________________

Please let me know if ______________________________

________________________________________________

________________________________________________

(ask for what you need here: additional time, resubmit assignment, extra help, etc.)

________________________________________________

Thanks for your time and I will see you in class __________.

(day or time)

_________________________

(your name)
Dear Ms. Smith,

Good morning!

I am writing to you about my essay on democracy. When I log into Schoology, it shows as submitted. However, it has now been more than two weeks and there is no grade associated with this assignment.

Please let me know if something is missing or if you need me to resubmit my essay.

Thanks for your time and I will see you in class this afternoon!

Mary
Does your child need help building confidence in academic settings?

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