

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)



Email Example from Student to Teacher

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

