Email Subject: **\_\_Enter Course Name and Brief Explanation for Email\_\_**

*Example:* ED 201: Questions on Assignment

Dear Professor \_\_**Enter Instructor’s Name**\_\_,

My name is **\_\_Enter Your Name\_\_** and I am in your **\_\_Enter Course Name\_\_** course.

I am writing you because I am needing additional clarification on the **\_\_Enter Assignment Name\_\_**. I read through the assignment directions as well as the course syllabus and have further questions. Are you available to meet briefly after class this week to discuss the assignment?

Best Regards,

**\_\_Enter Your Name\_\_**