

# Quick Tips for Contacting Instructors Over Email

## 1 Header

- ✓ Email well in advance of when you need your question answered.
- ✓ Use a professional email address.
- ✓ Include a subject line that is specific and includes identifying information.

## 2 Greeting

- ✓ Use a formal greeting like “Hello” or “Dear” instead of “Hey” or “Hi!”
- ✓ Use the correct prefix for your instructor! A quick google search will tell you if they have a PhD. Otherwise, Professor is usually a safe bet.

## 3 Body

- ✓ Identify yourself! If you are in a class with the instructor, identify the class name and the project you are working on.
- ✓ Clearly state the purpose of your email and what you have done already to resolve the problem.
- ✓ Provide all necessary information in the first email to minimize the email exchange.
- ✓ Close with a question or statement that clearly says what action you want them to take.

## 4 Closing

- ✓ Thank them for their time!
- ✓ Sign off and include your name/signature and any important identifying information your instructor may need (e.g. ID number).

