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).

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**Example Email**

From: professional_email@ucla.edu

Subject: ENGCOMP 3 Midterm Essay Due Date

Dear Professor [Last Name],

My name is [First and Last Name] and I am in your ENGCOMP 3 class. I am writing to ask about the due date for the midterm essay. The rubric says it is due on May 2, but the syllabus says it is due on May 4. Would you mind clarifying the correct due date?

Thank you for your time, and I look forward to your response.

Best,
[First and Last Name]
ID: 123456789
[Your Major], Class of [Your Graduation Year]
University of California, Los Angeles