

## How to Write an Email to Your Professor

Contacting your professors is something you'll probably need to do frequently throughout college. Good communication with your professor is essential to your success as a student.

### Some tips for emailing your professor:

#### Use your Lobomail account.

- UNM Policy 2540 states that you should use your Lobomail account to communicate with your professor about academic matters.

#### Make the subject line clear.

- The sooner your professor understands what you need, the sooner they'll be able to help you.

#### Use a professional greeting.

- Avoid addressing professors by their first name or as "Mr." or "Mrs." Use their correct titles (i.e., Dr., Professor, etc.). If you don't know their correct title, just use "Professor."

#### Thoroughly identify yourself.

- Your professor will recognize you more quickly if you give your first and last name; also give the name (and section, if needed) of your course.

#### Remain formal.

- Remember: This is not a text message! Do not use abbreviations, emojis, or slang.

#### Communicate clearly and concisely.

- If you cannot explain what you need in one or two sentences, describe what you need as briefly as you can and ask if you can set up a face-to-face or Zoom meeting to discuss the matter.

#### End with a formal acknowledgment.

- Use "Thank you," "Best," or "Sincerely," followed by your first and last name.

#### Follow up.

- Keep in mind that your professor may teach multiple classes or work part-time at another job. The UNM LA guideline is that your professor should respond within 48 hours. If your professor doesn't get back to you within 48 hours, follow up in person (if possible) or during their scheduled office hours (either in-person or via Zoom).

## Three Example Emails:

### Asking about Your Course Grade

When reaching out with a question or concern regarding your course grade, remember that your professor can only share this information via your Lobomail account due to FERPA regulations. Below is an example of an email to a professor about course grades:

Good afternoon, *Professor X*,

My name is *XX*, and I am in your *Tues/Thu morning English I class, section 4231*. I was wondering if we could set up an appointment to discuss my grade on Essay #1. Unfortunately, I'm unable to attend your regular office hours this week. I did not understand some of your comments about my essay, so I was hoping to meet with you for clarification. Please let me know if you have any availability later this week at these possible times: \_\_\_\_\_.

Thank you for your time and have a great evening.

Best,

*XX*

### Requesting an Assignment Extension

Sometimes life just gets crazy. You may have an important assignment coming up and you know that you will need more time to complete it. When you write to your professor, be specific about why you need an assignment extension. (What is preventing you from completing it on time? Job commitments, other classes, illness, etc.) Also, be sure are specific about which assignment you are requesting an extension for. Finally, suggest a specific extended due date when you believe you will be able to complete the assignment. Below is an example of an email to a professor to request and assignment extension:

Good evening, *Professor X*,

My name is *XX*, and I am in your *online Biol 1140 class in section 301*. Because of \_\_\_\_\_, I have been unable to get started on the upcoming \_\_\_\_\_ assignment which is due \_\_\_\_\_. I was wondering if you would consider granting me an extension on this assignment. I should be able to complete and submit it by \_\_\_\_\_.

Thank you,

*XX*

### Asking for a Reference

If you are looking for a professional reference, be polite, concise, and as clear as you can. Communicate any specific requirements for the recommendation and list any deadlines. Be

sure that you allow for ample time for them to complete your recommendation. See the example email below:

Good morning, *Professor X*,

*My name is X X. I was a student in your ABC 2000 course last semester. I thoroughly enjoyed your class and want to say thank you for a great semester. I am now applying for the \_\_\_\_\_ Program at \_\_\_\_\_. The \_\_\_\_\_ Program is designed to enhance the professional skills of engineering majors at this university. I am emailing you to inquire whether you would be willing to comment on my potential as an environmental engineering researcher? The program managers have asked that I provide your name and contact information. One of the program managers will then contact you directly about the recommendation procedure.*

*Thank you. I greatly appreciate your time.*

*Sincerely,*

*X X*

Reference: The information provided in this document was modified from:

<https://collegesofdistinction.com/advice/how-to-write-an-email-to-a-professor-college-freshman-guide/>