

Writing Professional Emails

College may be the first time students are sending lots of emails in an official capacity – to professors, advisors, potential employers, and others! In this guide, we use examples of reaching out to advisors and professors with questions about registration, change of major, or medical needs. Print (or copy/paste) these templates to share with students!

Example 1:

1. *To: advisor@college.edu*
2. *From: student@college.edu*
3. *Subject: Fall 2023 Registration*

4. *Good morning,*

5. *My name is Student (college ID 123456).*
6. *I have a question about my registration for Fall 2023. We met last week to register for fall, but I just found out one of my classes got canceled. I need to be enrolled full-time for my scholarship. Could you help me enroll in another class? What would you recommend I take instead to fulfill my requirements?*
7. *Please let me know what I should do next. I am available anytime on Tuesday or Thursday for a meeting if needed.*
8. *Thank you for your help!*

*Sincerely,
Student*

Anatomy of the Email:

1. **Your advisor's name is listed in your student portal. If you cannot find it, you can email the general advising office!**
2. **Use a professional email address – preferably your college one. You should be checking this email daily!**
3. **Summarize your topic in the subject line in a few words.**
4. **Start your email with a greeting. If you communicate with this person often, you can say “Hi, Name.” Otherwise, start with “Good morning / Good Afternoon / Etc.”**
5. **Introduce yourself! Your advisor may need to locate your account, so your college ID also helps.**
6. **Then, bring up your problem, and explain it in a few sentences.**
7. **Ask for what you would like to happen next – an appointment, an email response, or something else. If this problem has a time constraint, mention that.**
8. **Thank them, and use a professional sign-off.**

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Example 2:

*To: Advisor
From: Student
Subject: Change of Major*

Hello,

My name is Student (college ID 123456). I am currently enrolled in pre-nursing, but I have decided to switch my major to Psychology. I have been looking at the classes listed for the program on the website, and I think that a lot of my general education classes will count for the new major. Could you help me with how to change my major, and give me advice on what classes to take next semester?

I am available for an in-person meeting on Monday or Wednesday, or you can reach me by email or phone anytime. My phone number is 123-456-789.

Thank you for your help!

*Sincerely,
Student*

Example 3:

*To: Professor
From: Student
Subject: Midterm Exam*

Good morning,

My name is Student and I am in your College Algebra class that meets on Mondays and Wednesdays. I am writing because I just found out I will need to have a medical procedure on the day of our midterm exam. I am wondering if I could take the exam a different day, or if I could make up the credit by doing a different project. I have attached a document from my doctor indicating the scheduled procedure.

Please let me know what you advise; I am happy to provide any more information as needed.

Thank you for your help!

*Sincerely,
Student*

For more, practice writing an email about the following situations:

- Ask a professor if they have any connections for internships in the field
- Ask an advisor how to drop a class