

HOW TO EMAIL A TEACHER

1 SUBJECT LINE


2-5 word summary of the email

- Missing Grade
- Homework Question
- Late Work

2 BEGIN WITH A GREETING

- Good Morning
- Hello
- Good Afternoon

This is in the body
of the email



3 BODY OF THE EMAIL

- I am writing because.....
- I need help help.....
- I am confused by.....

4 CLOSING

- Thank you
- Have a nice day!



5 SIGN YOUR NAME!

General Tips:

- Be sure to use proper capitalization & punctuation.
- Always use proper grammar.
- Plz spell out ur words.
 - Please spell out your words.