Email Cheat Sheet

# 7 Tips for Writing an Email:

1. Check your syllabus: Before sending an email, quickly review your syllabus to see if your question has already been answered.
2. Subject Line: Course Name and Section #. Instructors often teach more than one course and this helps them narrow down which course you’re in!
3. Greeting: Remember to include a brief greeting, like Hello or Dear. Many faculty members put their preferred title on their syllabus, but if you don’t know, it’s good to stick with Professor [last name].
4. (Re)Introduce Yourself: I’m [your name] from your Analyzing Sherlock Holmes class.
5. Reason for email:
   1. I’m writing to ask if…
   2. I’m writing because…
   3. I wanted to let you know that…
   4. I have questions about…
6. Clear and polite request:
   1. Would it be okay if…
   2. I would like help with…
   3. Could you please…
7. Sign Off: It’s easy to rush through a message and forget to sign it! It’s not the end of the world, but try to include a short salutation like:
   1. Thank you,
   2. Take care,
   3. Best,
   4. Sincerely.