

HOW TO EMAIL A TEACHER

1 SUBJECT LINE
2-5 word summary of the email.

"Missing Grade"
"Homework Question"
"Late Work"

↳ in the message body...
2 BEGIN WITH A GREETING

"Good morning, Ms. Goicochea,"
"Hello!"
"Good afternoon,"

3 GET TO THE POINT + ADD DETAILS

"I am writing because..."
+
"I have already tried..."
"I remember the first step, but can't remember..."

4 CLOSING
"Thank you,"
"I hope you're well,"
"Have a nice evening,"

5 SIGN YOUR NAME

