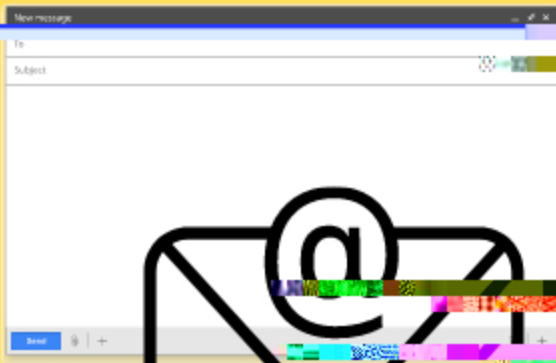


HOW TO SEND A SUCCESSFUL EMAIL

2021 EDITION



SUBJECT

Ex: Existentialism
Ex: Subject: Advising

PROFESSORIAL GREETING + PERSONAL GREETING

EX: GOOD MORNING MR. KROGN,

PROVIDE NAME MAJOR, MAJOR, & STUDENT ID

EX: JOHN DOE, EXERCISE SCIENCE 1000

BODY: BODY OF YOUR EMAIL

Include One Clear Call to Action

Ex: "I'd really need to meet with you to discuss my withdrawal policy." [https://admission...](#)
Ex: I would like for you to please clarify the "withdrawal policy" for me

Requires Clarification

Ex: "It would be really helpful to get this letter of recommendation by..."
Ex: "Can you send me a copy of my Exercise Science check sheet?"

EX: THANK YOU FOR YOUR ASSISTANCE
EX: Thank you for your assistance

Name/Email Sign-off

Be sure to keep your email as short and concise as possible and free of all grammatical errors and misspellings of words.