
Professional Emails

The University of North Carolina's Writing Center

Subject Headings

- When writing an email to a professor, it is important to be clear, concise, and most importantly, respectful of their time.
- For the Heading you should always put the course number, name, and what you are inquiring about.
- Example: Introduction to English (ENG 1000-002) : Question about the Article Analysis

Meat of the Paper

Beginning

- Greet your professor. Do not say "Whats up Dr. Dixon" or "Hey Girl". You should say something more "Good morning Dr. Dixon," or "Dr. Dixon,"
- Introduce yourself and what class you are taking. This may seem redundant, but your professor has hundreds of students, so make sure they know what course you are referencing.

Body

- Explicitly state what assignment/paper you are referring to, and what concerns or inquiries you have. You do not need to go on with a huge explanation, but a little into how you tried to mitigate the concern would be best. Or if it is an inquiry, provide your question and how it relates to the assignment.
- If you can tell your professor what you have already done to mitigate the concern you have provided, it will make you look like a problem solver and that you have already done everything you can.
- If you can, try to ask one question per email. If an email is super long, it may be hard for your professor to read through it.

End

- A student should conclude with thanking the professor for their time and/or help with their particular issue. It shows the professor that you are being professional and showing a great level of respect.
 - You should close your email with "best, sincerely, kind regards, etc." and then with your name.
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Example Provided Below:

Subject Heading: Introduction to English (ENG 1000-002): Question about Article Analysis

Good evening Dr. Dixon,

This is John Cranberry, a student from your Introduction to English course. I hope your day has been going well.

I had a question about the recently assigned article analysis. Specifically, in the literature review section, do we need to provide information about where the arguments provided come from? I tried to ask a few classmates and looked at the syllabus before emailing you with this inquiry, as I want to be respectful of your time. I feel this is an important question to ask as the literature review section will make up half of our article analysis grade, and I am working hard to do well.

Please let me know if I need to further clarify the question or if there is a certain place I should look for the answer.

Thank you for your time and attention to this issue.

Sincerely,

John Cranberry