



## Email Templates for Professional Communication

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### Asking for Help

Subject: Request for Clarification – [Course Name]

Dear Professor [Last Name],

I hope this message finds you well. I'm currently reviewing the material from our recent class, and I've come across some concepts I'm struggling to understand, particularly in [mention specific topic or chapter].

Would you be available for a brief meeting or could you recommend any resources that may help?

Thank you in advance for your time and guidance.

Sincerely,  
[Your Name]

### Scheduling Office Hours

Subject: Office Hours Appointment Request – [Your Name]

Dear Professor [Last Name],

I'm reaching out to see if you're available during your office hours this week. I'd like to review some materials and ask a few questions related to our recent assignment in [Course Name].

Please let me know what time works best for you.

Best regards,  
[Your Name]



## **Requesting a Recommendation Letter**

Subject: Request for a Recommendation Letter

Dear Professor [Last Name],

I hope you're doing well. I'm reaching out to ask if you would be willing to write a letter of recommendation on my behalf for [name of program, scholarship, internship, or opportunity]. I truly valued your class and the feedback you provided, and I believe your recommendation would mean a great deal.

The deadline for submission is [insert date], and I would be happy to provide additional information such as my resume, transcript, or a draft of my personal statement.

Thank you for your time and consideration.

Warm regards,  
[Your Name]



## **Emailing a TA or Department Advisor**

Subject: Question Regarding [Course/Requirement/Department Policy]

Dear [TA/Advisor Name],

I hope this message finds you well. I have a few questions regarding [state the course topic, assignment, or department issue]. I was hoping to clarify [briefly describe the issue].

Would it be possible to meet or correspond by email? I appreciate any guidance you can provide.

Thank you in advance for your help.

Sincerely,  
[Your Name]