

# HOW TO EMAIL A TEACHER

## 1 SUBJECT LINE


2-5 word summary of the email

- Missing Grade
- Homework Question
- Late Work

## 2 BEGIN WITH A GREETING

- Good Morning
- Hello
- Good Afternoon

This is in the body  
of the email

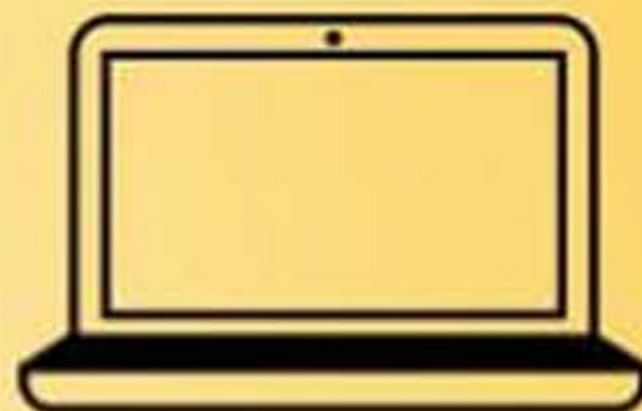


## 3 BODY OF THE EMAIL

- I am writing because.....
- I need help help.....
- I am confused by.....

## 4 CLOSING

- Thank you
- Have a nice day!



## 5 SIGN YOUR NAME!

### General Tips:

- Be sure to use proper capitalization & punctuation.
- Always use proper grammar.
- Plz spell out ur words.
  - Please spell out your words.