

# How do I email a teacher?

Salutation

Title

Surname

(Tip: after the first email, follow the email signature of the reply if you are comfortable with it!)

Dear Dr. Smithsonian,

Something nice 😊

The core issue/question/request you are writing about

I hope this email finds you well. I am writing because I would like to make an appointment with you to discuss some personal matters that are affecting my work for History of International Relations. I have already talked to my seminar lecturer and she suggested I talk to you.

Thank you very much.

What have you already done about it? (e.g. checked the course guide, asked your fellow students, etc.)

Kind regards,

Thanking and goodbye sentence

Angelina Pitt Your name!!

S123456, group 10 Student number and group