

## Tips for Emailing Staff

During your time in college, you may need communicate with your lecturers, tutors, administrators, and other staff. One way to do this is through email.

### Reasons for communicating with staff may include.

- Absence or illness
- Academic difficulties
- Issues due to disability/difficulty
- Queries about assignments/exams

### When emailing a member of staff, be sure to.

1. **Always use your college email**
2. Check your **course handbook**, **Moodle** and the **college website** beforehand to check if your question is answered there.
3. Use a **formal professional manner**.
4. Be concise and look over your email for **spelling and grammar mistakes**.

### Have a look at the following examples of how you should communicate with lecturers.

#### 1. Requesting more time for an assignment.

**Subject Line: [Purpose of email. E.g., Extension Request]**

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Dear **[Title of Staff Member]**

My name is **[First & Last name]**. I am a **[Year of Study]** student in your **[Module Name & Code]**. I am emailing you to request an extension for the **[Assignment name]** that is due on **[Due Date]**. I am behind with this assignment because **[Give an appropriate reason for extension to be granted and include supporting documents if necessary]**.

I hope to complete the assignment by **[date that assignment will be completed on]**. I would greatly appreciate if you would consider this request for an assignment extension. I look forward to hearing from you at your earliest convince.

Kind regards,

**[Name]**

**[Student ID]**

## 2. Explaining Absence from College.

**Subject Line: [Purpose of email. E.g., Absence from Lectures]**

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Dear **[Title of Staff Member]**

My name is **[First & Last name]**. I am a **[Year of Study]** student in your **[Module Name & Code]**. I am emailing you to inform you that I have missed a significant amount class due to **[Reason for absence or "due to illness"]**. I have missed lectures and tutorials from **[Dates]**. I have attached **[Supporting Documents e.g. 'Sick Cert']** that explains my absence.

I am quite worried about trying to catch up with work I've missed and how this may have a negative impact on my grades. If you have any suggestions on what I could do to elevate this pressure I would greatly appreciate. I look forward to hearing from you at your earliest convince.

Kind regards,

**[Name]**

**[Student ID]**

## 3. Explaining Academic Difficulties

**Subject Line: [Purpose of email. E.g., Academic Difficulties]**

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Dear **[Title of Staff Member]**

My name is **[First & Last name]**. I am a **[Year of Study]** student in your **[Module Name & Code]**. I am emailing you to inform you that I am experiencing significant difficulty with **[Area of difficulty within module]**. I have received low results so far in all my assignments, which does not correspond with the amount of time I have spent working on them. I am unsure how I can improve.

If you could give me some guidance on how I can reduce this difficulty, I would greatly appreciate it. I look forward to hearing from you at your earliest convince.

Kind regards,

**[Name]**

**[Student ID]**