

Name:

Date:

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The Middle Schooler's Guide to Writing a Professional Email

When you email a teacher, coach, or principal, you should sound respectful, clear, and organized.

Think of your email as a short, professional conversation.

1. Start with a Polite Greeting

Examples:

- Dear Mr. Smith,
- Hello Ms. Garcia,
- Good afternoon Dr. Lee,



Avoid:

“yo,” “hey,” “bruh,” or skipping the greeting completely.



2. Introduce Yourself (If Needed)

If the person might not recognize your name, explain who you are.

Example:

My name is Jordan, and I'm in your 3rd period class.



3 State Your Purpose Clearly

Examples:

- I'm emailing to ask about a missing assignment.
- I need help understanding yesterday's lesson.



4. Be Respectful and Use Complete Sentences

Do this:

- Use full sentences
- Check spelling and punctuation
- Be polite

Avoid this:

- “i need help asap what do i do”
- “yo can u fix my grade”



5. End Politely

Examples:

- Thank you,
- Sincerely,
- I appreciate your help,



6. Sign Your Full Name

Example:

Jordan Ramirez

Example of a Strong Email

Subject: Question About Homework

Dear Mr. Smith,

I hope you're doing well. My name is Jordan, and I'm in your 3rd period class. I'm emailing to ask about the homework from yesterday because I'm not sure I understood the directions. Could you please help clarify what we are supposed to do? I would really appreciate it.

Thank you,

Jordan Ramirez

Assignment: write a professional email to a teacher, coach, or school staff member.

Choose a Situation

:

1. You were absent and need to ask about missed work.
2. You don't understand a recent lesson and need help.
3. You want to improve your grade and are asking what you can do.
4. You need to ask for an extension on an assignment.

Requirements

Your email must include:

- A clear subject line
- A polite greeting
- An introduction (name + class, if needed)
- A clear explanation of your purpose
- Respectful language and complete sentences
- A polite closing
- Your full name
- Write 5 sentences or more



