

HOW TO EMAIL A TEACHER

↙ *in the message body*

1

SUBJECT LINE

*2-5 word summary
of the email eg*

"Missing Grade"

"Homework Question"

2

BEGIN WITH A GREETING

*"Good morning, Ms
Goicochea "*

"Good afternoon"

"Hello"

3

GET TO THE POINT & ADD DETAILS

"I am writing because... "
+

"I have already tried... "

*"I remember the first step but
can't remember... "*

4

CLOSING

"Thank you."

"I hope you're well."

"Have a nice day."

5

TYPE YOUR NAME

