Professional Email Resources

**Professional Email Exemplar:**

Subject: Missing upcoming class

Dear Mr. Herrod,

I am writing to inform you that I will be missing class on Friday, March 3. I will follow up with another student to get notes on the content of this class.

Please let me know if I will miss any assignments, or if I will need to complete any additional work for that day.

Best,

John Smith

**Examples of polite solutions:**

Sincerely,

John Smith

Best,

Mike Jones

**Examples of polite requests and explanations:**

I am writing to request a meeting with you to discuss the new project. Your input would be helpful for making initial plans.

I was wondering if you had time this week to review my paper. Your feedback will help me write a better final draft.

**Examples of polite closings:**

Best,

John Timmons

Sincerely,

Jesse Boatman