



Email Templates for Students

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Email Template #1. Request your Course's Lecture Slides

Hi **[Name]**,

I'm just working on my essay plan for our next assignment now. I really want to do well on this essay because I really need a **[Insert Mark Here]** in order to keep up my average grade. It's really important to me.

I've looked through the class homepage but can't find the lecture slides anywhere. They're probably right under my nose but I just cannot find them!

I remember you made some really good points in the **[Week XX]** lecture and I wrote in my lecture notes to "refer to lecture slides". But now I can't find the slides!

I was wondering if you could please give me some guidance on where to find the lecture slides, or if they're not online, email the relevant lecture slides for the assignment through to me so I can check what I meant when I wrote my notes?

Thank you for your help, I really appreciate it.

Regards,

[Your full name]

[The Class you're in]

Email Template #2. Share your Essay Ideas with your Instructor

Hi **[Name]**,

I'm just working on my essay plan for our next assignment now. I really want to do well on this essay because I really need a **[Insert Mark Here]** in order to keep up my average grade. It's really important to me.

I've come up with a few ideas to write about but wanted to pass them by you to make sure I'm on the right track.

My first idea to write about is **[insert idea here]**.

Do you think this is an appropriate thing to discuss?

The source I will be referencing for this point is **[insert source here]** – is that a good one to use?

Any advice would be amazing. Thank you for your help, I really appreciate it.

Regards,

[Your full name]

[The Class you're in]

Email Template #3. Request an Extension with no Evidence.

Hi **[Name]**,

I am emailing you to request an extension for the upcoming assessment.

I've come up with a few ideas and started to write them but have been really struggling. I have attached what I have written so far to show you I have been making an effort with the piece.

However, I just cannot get it completed on time.

I have the goal of achieving **[Insert Score]** on this assessment piece in order to keep up the overall grade I need for my degree. I don't think the piece is at that stage yet, and I would love a few more days to make sure I get it to a standard I'm happy with.

I would like **[Insert Number]** days extra, if that's possible?

Thank you for the consideration, I really appreciate you hearing me out and supporting me.

Regards,

[Your full name]

[The Class you're in]

Email Template #4. Request an Extension with Evidence.

Hi **[Name]**,

I am emailing you to request an extension for the upcoming assessment.

I am requesting the extension because **[I have been called into work extra shifts the past few weeks / I have been sick / my child has been sick / I am caring for a relative / Insert other reason of your choice]**.

I have attached to this email the best evidence I could gather to support the request. I hope this shows the sincerity of my request.

In terms of the assessment, I've come up with a few ideas and started to write them but am out of time due to the reasons stated above. I have attached what I have written so far to show you I have been making an effort with the piece. However, I just cannot get it completed on time.

I have the goal of achieving **[Insert Score]** on this assessment piece in order to keep up the overall grade I need for my degree. I would love a few more days to make sure I get it to a standard I'm happy with and give me the best chance to achieve my goal.

I would like **[Insert Number]** days extra, if that's possible?

Thank you for the consideration, I really appreciate you hearing me out and supporting me.

Regards,

[Your full name]

[The Class you're in]

Email Template #5. Request an Extension to take Extra Shifts at Work

Hi **[Teacher]**,

My boss has just gotten in touch asking me to cover some extra shifts at work for the rest of this week. I'm pretty short on money at this point of the semester with a few bills coming through, so I'd love to be able to take them.

Obviously this gets in the way of the time I've set aside this week for completing the upcoming assignment.

I'm wondering, would you please consider giving me an extra three days to submit my assessment so that I can pick up these shifts? It'd mean a lot to me.

Thank you for considering this request.

Sincerely,

[Your name]

[Your class]

Email Template #6. Get Feedback Clarification

Hi **[Teacher]**,

Thank you for the feedback on my assignment. I appreciate your time in giving me some advice for improvement.

I'm aiming for an average grade of **[State your target grade]** so I want to grow this mark next time.

So, I wanted to see if you could give me some advice on how to improve my work for next time. You indicated that one area for improvement is **[Teacher]**.

I was wondering if you could give me a few action tips about how to go about making that improvement for my next submission?

Sincerely,

[Your name]

[Your class]

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