

Dear DAVID,

I have decided to share an a How To guide so that you use the guide as a how to write an email....

## How to write an email to a school staff member, administrator or employer: A step by step guide

### 1. Use your student portal email

This is the best course of action because such an email looks professional and shows a recipient that your message is about classes.

Your student portal email is: studentID@students.dadeschools.net

### 2. Write a clear subject line

The subject line defines if a recipient opens your email, so make sure it's clear, concise and to the point. A good subject line tells the recipient what your email is about and how they should act on it, but it not a full story.

Here are some subject line examples:

Question about [Course name] assignment

[Course name]: Asking for an appointment

Attendance Concern

Scholarship/College Application Assistance

### 3. Include a proper email greeting

Start your email to a professor with an appropriate and respectful salutation.

Double-check their name before sending an email and make sure your greeting is followed by a comma. Remember to be formal with teachers and employers and those that you are not on a first name basis with.

Here's how to start an email to a school staff member:

Good morning Mr. Whatever,

Good morning Ms. Whatever,

Dear Mr. [Last Name],

Dear Ms. [Last Name],

#### **4. Remind who you are**

School staff have lots of students, so it's important to tell them your name, your grade level, and your student ID#. If the email is for a teacher, remember to include your class period and course title. This helps you save the recipient time and ensures you get a reply faster.

Here's how to start an email to a teacher:

My name is Lexie Brown, ID# \*\*\*\*\* and I am in your 1<sup>st</sup> period Algebra 1 class and I have a question regarding.....

Here's how to start an email to a staff member:

My name is Lexie Brown, I am in the 11<sup>th</sup> grade, ID# \*\*\*\*\* and I have a question regarding.....

#### **5. Get straight to the point**

After greeting a teacher or staff member and introducing yourself, it's time to state your question or request. Keep it concise and clear, so the recipient can quickly comprehend what it's about and what action is expected from them.

For example:

I was wondering how I can do..... Please let me know if you can meet next week.

#### **6. End an email politely and include a professional signature**

How to [end an email](#)? Thank them for their time and sign off your email with "Sincerely" or "Best regards" followed by your name.

Here's an example:

Thank you for your time and have a great day.

Sincerely,

Lexie Brown

#### **7. Proofread your email**

Pay attention to grammar, spelling, and punctuation. Make sure to stick to a formal tone and avoid emojis or informal abbreviations like FYI or ASAP. Check the spelling of your teacher's or staff member's name one more time.

#### **8. Put yourself in your recipient's shoes**

Reread the email as if you are a recipient who receives it. Is it clear who's writing to you and what they want? Is the tone of the email polite and respectful? Does it comply with a [formal email format](#)? If all your answers are "Yes," then feel free to send your email.