Sample Email

This resource has been designed to be used in conjunction with the Emailing Tips developed by the Student Advocacy Service.

From: sample.student@myacu.edu.au
To: sample.lecturer@acu.edu.au
Subject: Extension request ABC123

Body:

Appropriate opening: [Dear Professor / Dr. / Assoc. Prof.]

Explain why you are writing the email: [I am writing to you regarding the final grade I was awarded in the unit ABC123.]

Outline the facts surrounding the case and relevant action you have taken to resolve the situation for example, if you are seeking clarification for a Unit grade outline the results you received for each of the assessment tasks to assist the lecturer to understand the history of the situation.

Propose a suggestion [what would you like to see happen], how can the issue be resolved for example, “could we meet to clarify my final examination mark?” Ensure that you use appropriate language here.

Thank the recipient: [Thank you for your time and consideration, I look forward to hearing from you.]

Signoff: [Kind regards, Sample Student]

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