

USU Science Writing Center Email Templates and Guide for Students

Student emailing an instructor or professor:

Cc: Anyone besides your instructor who is involved in the question

Subject: [Course code and number], [Section number, if there is one], [Brief summary of topic]

Dear Professor [Last name of professor],

[Your question: “I have a question about...”]

Best regards,

[Your first and last name]

[Your A#]

How to respond:

Even if the professor responds by signing their first name, feel free to continue calling them “Professor [Their last name]” in written correspondence. It’s always safer to be formal. And you can always ask what they would prefer you to call them in person and in writing.

Student emailing a TA:

Cc: Anyone besides your TA who is involved in the question

Subject: [Course code and number], [Section number, if there is one], [Brief summary of topic]

Dear [First name of TA],

[Your question: “I have a question about...”]

Best regards,

[Your first and last name]

[Your A#]

Student emailing USU staff (e.g., your academic advisor):

Cc: Anyone besides this person who is involved in the question

Subject: [Brief summary of topic]

Dear [First and last name of USU staff member],

[Your question: “I have a question about...”]

Best regards,

[Your first and last name]

[Your A#]

Please email us with comments or suggestions: sciencewritingcenter@usu.edu