

Dear Dr. [name]

Thank you for your thoughtful feedback on my lesson plan. I see where you're coming from, and I'm open to making some changes. Would you be available to discuss this further? Your guidance would be very helpful.  
from [name]

Good morning [name of TEO staff]

I can't get ahold of my instructor. Can you help me?

[name]

Good morning [name of TEO staff]

I am having trouble in my [Course code and section]. I've been feeling not so great and think I might need to miss class. I'll submit an absence report but my email to Dr. [name] bounced back. Can you help me?

[first and last name]  
[student #]

Hi [name],

I am a student in your [name of course and section #]. On Tuesday you mentioned a reading by M. Pont on Learning and Growing. I just searched the library but couldn't find it. Would you have any guidance for where I should look?  
With appreciation,

[first and last name]  
[student #]

Hi [name],

I am a student in your [name of course and section #]. On Tuesday you mentioned a reading. I just searched the library but couldn't find it. Can you tell me where to find it?

Thank you in advance.

[first and last name]  
[student #]

Hi,

I looked for the reading [title of reading] from [name and section of course] in the library but couldn't find it. Can you send it?

[first and last name]  
[student #]

Hi,  
Heard about the workshop on [topic X]  
from a colleague. Need info. When's it  
happening? Do I fit in? How to join?  
Later, [First Name]

Dear [name]

I'm reaching out to check-in about an  
assignment I think I've missed. Is it ok  
to hand it in later this week?

[name]  
[student #]

Dear [Administrator's Name],

I recently learned about an upcoming workshop on [topic X]  
that sparked my interest. As someone who's always looking  
to grow as an educator, I believe this opportunity could align  
well with my goals. Could you please share some detailed  
information about the date, content, and how it might suit  
someone with my particular background in teaching? I'd also  
like to know the registration process."

Thank you very much for your time and assistance. I'm  
looking forward to hearing from you soon.

Warm regards, [Your Full Name]

Hi [name]  
I saw your comments on my plan. I  
guess I'll have to change it then,  
even though it seemed fine to me.  
K?  
[name]

Dear [Administrator's Name],

I recently learned about an upcoming workshop on [topic X]  
that sparked my interest. As someone who's always looking  
to grow as an educator, I believe this opportunity could align  
well with my goals. Could you please share some detailed  
information about the date, content, and how it might suit  
someone with my particular background in teaching? I'd also  
like to know the registration process."

Thank you very much for your time and assistance. I'm  
looking forward to hearing from you soon.

Warm regards, [Your Full Name]

Dear [name]

This is [name] from [name of course and section  
#]. I'm sorry but I think I missed information  
about an assignment. Do you have a moment to  
meet to discuss it? Since it is due tomorrow, I  
will need extra time if possible.

Please advise when time,

[name]  
[student #]

Hi

This is [name]. I'm sorry but I think I missed what you said about tomorrow. Can you please let me know?

[name]

[student #]

Hi

This is [name]. I guess I didn't hear what you said. was wondering what to write in my assignment.

[name]

Hi,

I looked for the reading in the library but couldn't find it. Can you send it?

[first and last name]

[student #]