



HOW TO: WRITE AN EMAIL TO YOUR TEACHER

WHAT TO INCLUDE

- GREET YOUR TEACHER WITH THEIR TITLE (MR., MRS., DR., ETC.)
- ASK A QUESTION OR MAKE A STATEMENT
- USE COMPLETE SENTENCES AND PUNCTUATION
- END WITH A CLOSING (SINCERELY, ALL THE BEST, THANK YOU, ETC.)
- SIGN YOUR NAME

Dear Mrs. Burns,

I am having trouble finding the resources for our assignment. Can you remind me where to find the links?

Thank you!

Ellie Smith