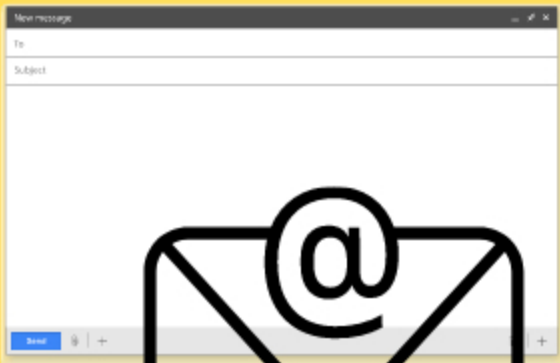


# HOW TO SEND A SUCCESSFUL EMAIL

2021 EDITION



## SUBJECT

Use a distinct, straight-forward "subject" line  
Ex: Subject - Course Override  
Ex: Subject - Advising Appointment Needed

## Professional Greeting + Personal Identifier

Ex: Good Morning Mr. Krogh,



## Provide Name, Major, & Student ID Number

Ex: John Doe, Exercise Science, 000111111

## BODY OF YOUR EMAIL

### Include One Clear Call to Action

Ex: I really need to meet with you to discuss my advising/admissions hold"  
Ex: I would like for you to please clarify the "withdrawal policy" for me

### Request a Specific Action

Ex: "It would really help if I could get this letter of recommendation by..."  
Ex: "Can you send me a copy of my Exercise Science check sheet?"

Ex: Thank you for your time.  
Ex: Thank you for your assistance.

## CLOSING

Name/Email Signature



Be sure to keep your email as short and concise as possible and check all grammar and proper use of punctations.