Email Templates

1. Requesting permission for non-database, non-book sources:

Dear Professor Dauer:

This email is a request for you to approve the following source: (List the source.). I wish to use this source for (List the assignment.). The reasons why I believe this source to be appropriate are: (List the reason or reasons.). I have checked for the publisher or owner of the website: (List the owner or publisher.), and for the following reasons believe this source to be credible and appropriate for my essay (List the reason or reasons.).

This paper is due on (List the date.) so that you will have adequate time to check this for me.

(Note the email must be at least two full days before the essay is due.)

Thank you for your time and attention,

(Student Name)

1. General Email about other issues:

Dear Professor Dauer:

This email is in reference to (Provide the appropriate and timely information.).

Thank you for your time and attention,

(Student Name and course information)