

PL Grammar Email Template

(come up with your own email, this is just to be used as an example)

Email Recipient: 1234profemail@example.com

Subject: Questions about Office Hours

Dear Professor Shelby,

I hope this message finds you well.

I am writing to enquire about your office hours. I am unable to find them on your syllabus. If possible, I was hoping to come and ask for some clarification on some of the topics you had discussed in class. I just wanted to confirm your hours to make sure I didn't miss you.

Thank you, and I will see you in the next class!

Best regards,

Polly Gray