**Email templates you can use when emailing a teacher!**

Sometimes it can be hard to think of what to say or how to phrase your words when contacting a teacher, so here are a few templates you can use to help you out!

General manners to remember when emailing a teacher

1. Address teachers at an appropriate time (within school hours unless specified otherwise)
2. Address teacher at the start of your message/email with a friendly greeting, followed by their title & surname
3. Close your email kindly and respectfully by saying something like “thanks, [name]” or if you would like to be more formal, try “kind regards, [name]”

**(I forgot to do my homework…)**

Hi Mr/Mrs/Ms Smith [title & surname of your teacher]

I’m emailing you to let you know that I forgot to do the recent assignment. I’m really sorry, I will try to submit it as soon as possible. I really do apologise for the delay, I’ll try not to let it happen again.

Thank you for taking the time to read my email, I hope you enjoy the rest of your day!

Thanks,

[insert your name here]

**(I need clarification on the instructions…)**

Hi Mr/Mrs/Ms Smith [title & surname of your teacher]

I’m emailing you to let you know that I am having an issue with the recent assignment. I just have a query about the instructions/details of the assignment which I was hoping you could clarify for me. [insert your question for your teacher here]

Thank you for taking the time to read my email, I hope you enjoy the rest of your day!

Thanks,

[insert your name here]

**(I need an extension for my assignment…)**

Hi Mr/Mrs/Ms Smith [title & surname of your teacher]

I’m emailing you to let you know that I am having an issue with the recent assignment. Due to technical/personal reasons (specify), unfortunately I won’t be able to hand in the assignment on time, so I was wondering if I could please get an extension, so I have time to finish it properly.

Thank you for taking the time to read my email, I hope you enjoy the rest of your day!

Thanks,

[insert your name here]

**(I can’t submit my assignment due to technical reasons…)**

Hi Mr/Mrs/Ms Smith [title & surname of your teacher]

I hope this email finds you well. I’m emailing you to let you know, that due to technical issues I can’t submit my assignment. My [device/WiFi] is quite unreliable, so it’s out of my control. Regardless, I will keep up with the work, and continue trying to send it to you.

Thank you for taking the time to read my email, I hope you enjoy the rest of your day!

Thanks,

[insert your name here]

**(I can’t join the class due to technical reasons…)**

Hi Mr/Mrs/Ms Smith [title & surname of your teacher]

I hope this email finds you well. I’m emailing you to let you know, that due to technical issues I can’t join the online class. My [device/WiFi] is quite unreliable, so it’s out of my control. Regardless, I will keep up with the work, and continue trying to join. If you could record the class so I could watch it back or send on any notes from it that would be greatly appreciated.

Thank you for taking the time to read my email, I hope you enjoy the rest of your day!

Thanks,

[insert your name here]

**(I have been struggling with managing my workload)**

Hi Mr/Mrs/Ms Smith [title & surname of your teacher]

I hope this email finds you well. I’m emailing you to let you know that I’ve been struggling with the amount of work that has been assigned lately. Since I have 6/7/8 different subjects, and have equally as many teachers, the volume of work I have been getting on a daily basis has been quite overwhelming. I was wondering if the work assigned could be more spread out, to make the workload a bit easier to manage.

Thank you for taking the time to read my email, I hope you enjoy the rest of your day!

Thanks,

[insert your name here]