



# 3 Email Templates to Use With Professors

Adapted from: <https://www1.villanova.edu/villanova/provost/learningsupport/strategies/how-to-communicate-with-professors.html>

## When You've Missed An Assignment

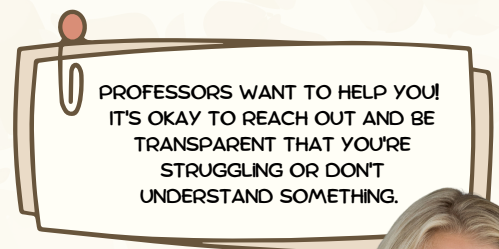
Dear Professor,  
I am sorry that I have not turned in the last two assignments. Recently, I have been struggling to focus on my work. I have been overwhelmed by my classes and other things that are going on. I am going to find resources on campus that can help me to better manage my time and balance the work I have. I would also greatly appreciate the opportunity to work with you to create a plan for how I can make up these assignments.  
Thank you,  
(Your name)

## When You've Missed Class

Dear Professor,  
I am sorry that I have missed the last couple of classes. Recently, I have been struggling and overwhelmed and unable to get to class. I am currently working with staff on campus to get some support around these concerns and have also connected with the \_\_\_\_\_ (fill in name of office such as [Counseling Center](#), [Tutoring Center, RA, etc.](#)). I would greatly appreciate the opportunity to work with you to create a plan for how I can make up the work I missed for these classes.  
Thank you,  
(Your name)

## When You're Struggling With An Assignment

Dear Professor,  
I wanted to reach out about \_\_\_\_\_ assignment that is due soon. I've been reading over the instructions on the syllabus/course portal, but I still don't understand how I'm supposed to approach this assignment or organize my thoughts. I'm feeling a bit lost and overwhelmed. Can we find a time to talk this through more so I could get on track? This is what I currently understand: (fill in [what you know about the assignment](#)).  
But I still have a question about: (fill in [your question here](#)).  
Thank you,  
(Your name)



JENNIFER SULLIVAN, AUTHOR  
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