

# Making a Request to your Course Instructor via Email

From time to time, you may encounter a circumstance in which contacting your course instructor by email may be advisable. For example, this could include a request for an appointment

## Sample Email Request to a Course Instructor

**Subject Line:** Notification of illness during quiz

Dear Dr. [Course Instructor's last name],

I am a student in your [name of class] class, section [lecture section number]. My student ID is [Student ID].

I am writing to let you know that I woke up feeling very unwell this morning and am too ill to attend class. I understand that we have a quiz today and I was hoping that there might be opportunity to write the quiz at an alternative time or make up the grade in some way.

I appreciate your consideration and please let me know if you would like me to provide further information to support my request.

Sincerely,

[Your name],

[Student ID]