Teacher Email Template

**Dear \_\_\_\_\_\_\_\_\_\_\_,**

Introduce the **Problem**:

1. I didn’t finish my test today, but turned it in because I didn’t know what else to do.
2. In class today, I didn’t understand …
3. I lost the worksheet you gave us for homework.

Introduce your **attempt** at **solving** the problem:

1. I told Mr. Giles and he said to email you.

Introduce a **possible solution** or ask the teacher for one:

1. Would it be possible for me to finish it tomorrow either during academic seminar 5th period or study hall 3rd period?
2. Would it be possible to meet one day before or after school? I also have Period 5, days 1, 2, 3 and Period 7 everyday free.

**Thank you,**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_



 McFaddenC@tesd.net

 GilesJ@tesd.net

 Test Today

Dear Mrs. McFadden,

I didn’t finish my Math test today, but still turned it in because I didn’t know what else to do. I

told Mr. Giles and he said to email you. Would it be possible for me to finish it tomorrow

either during academic seminar 5th period or study hall 3rd period?

Thank you for considering,

Johnny