

Writing a Professional Email

Quick guide for communicating with professors, TAs, staff, and professionals

Email anatomy

SUBJECT	State the purpose	Request to Meet About Environmental Opportunities
GREETING	Address them correctly	Good afternoon, Professor [Last Name],
INTRODUCTION	Say who you are	My name is [First and Last Name], and I am a second-year Environmental Studies student. My PERM number is 1234567.
CONTEXT	Explain the connection	I am enrolled in your ENVS 3 course this quarter and have especially enjoyed our discussions about environmental justice.
REQUEST	Clearly state what you need	Would you be available to meet with me? I would like to learn more about related courses and opportunities at UCSB.
FLEXIBILITY	Offer meeting options	I am happy to meet in person or over Zoom.
CLOSING	Thank them	Thank you for your time and consideration.
SIGNATURE	Identify yourself	Best, [First and Last Name] PERM: 1234567

Use the correct greeting

Use **Professor [Last Name]**, **Dr. [Last Name]**, or the person's first name based on how they introduce themselves or sign their emails. When unsure, start formally.

Use: Dear..., Good morning..., or Good afternoon... **Avoid:** Hey or Hey there

Keep it professional

DO	AVOID
Complete sentences Correct grammar and punctuation Short paragraphs A clear, respectful request	Texting language or slang Excessive exclamation points Unnecessary filler 'Pick your brain'

Professional email template

Subject: [Specific reason for your email]

Good morning/afternoon, Professor/Dr. [Last Name],

My name is [First and Last Name], and I am a [year and major] at UC Santa Barbara. My PERM number is [#####].

I was in your [course/program] during [quarter/year].

I am writing because [brief reason]. I would appreciate the opportunity to [clear request].

If you are available, I am happy to meet [in person/over Zoom/by phone] at a time that works for you. Thank you for your time.

Best,

[First and Last Name]
PERM: [#####]
[Major and class year, if relevant]

Before you send

☐ Correct name and title	☐ Full name and PERM number	☐ Clear purpose and request
☐ Grammar, punctuation, and spelling	☐ Professional closing and signature	☐ Any promised attachment