Emailing your Instructor

**Effective communication will be integral to your SJSU experience, and it’s especially important when engaging in online/remote communication with your instructors, peers, and colleagues. These skills can be helpful when communicating at SJSU and in other professional settings.**

**EXAMPLE EMAIL:**

**Email Address:**
Send emails to professors from your SJSU email address

**Subject Line:**
- Include course name and section number
- Include purpose of email

**Greeting:**
- Use greetings like Hello or Dear
- If unsure how to address your instructor, err on the side of being too formal rather than informal
- If unsure, ask your instructor

**Message:**
- Use complete words and sentences
- Be polite and concise
- Use bullet points if you have multiple questions

**Closing:**
- Use a polite farewell like Sincerely
- Include your first and last name

**Signature:**
- Use a professional signature with major and a title if you work on campus
- Unless your instructor specifically ask for it, you do not need to include your student ID number.

**Messages in Canvas:**
Consider using same format for Canvas if your instructor uses Canvas Messaging

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**From:** Name@sjsu.edu
**Subject:** BUS 1-20 – Section 02 Lab #5 Clarification

Hello _____,

I have completed reading through Chapter 6 regarding Bank Reconciliation for the upcoming class on Tuesday. While I was trying to access the assignment, I came across a message that reads the assignment is not available to access until November 23, 2020. Could you please help me access this assignment? Thank you very much, Professor!

Sincerely,

_____ 

Your First Name and Last Name

Business Major 
San José State University