

WRITE A PERFECT EMAIL TO YOUR TEACHER

To: your teacher's email address (**teacher@college.edu**)

Subject: reason for your email (**sick, late to class, question about homework**)

Dear _____,

Hello. This is _____ from your _____ class. I did not get the homework assignment from the last class because I had to leave early. Would you please send it to me or let me know where I can find it?

Thank you,

