

To: Evan Crisp  
From: Christine Pang  
Date: March 3, 2019  
Subject: **Writing Effective Professional Email**

### **Introduction**

You have shown initiative in requesting for a placement in the course, the following practices can enhance the effectiveness of professional emails, and may improve the communication process with Dr. Lambert.

### **Best Professional email Practices**

- Eliminating the use of acronyms (ie. asap).
- Maintaining a professional tone by avoiding everyday language and slang.
- Keeping to the point by avoiding information impertinent to the professor.
- Demonstrating a respectful attitude by using a positive tone and addressing the professor's concerns first by using the "You-Attitude", and avoiding the use of "you" in the body of the email.
- Addressing the reader and signing off the email appropriately, such as opening with "Dear Professor Lambert".
- Keeping the email the concise by eliminating postscripts.
- Expressing the urgency of the email without addressing personal details.
- Ending the email with a positive message, thanking the professor for taking time out of their busy schedule to read the email.

### **Conclusion**

Emails are a great way to communicate with professors, especially regarding issues as important as class registration. You can send a follow-up email to Dr. Lambert using the practices, and if you have any questions or concerns, please contact me at [christine1221@me.com](mailto:christine1221@me.com).

Kindly,

Christine