

# HOW-TO BUILD AN EMAIL TO YOUR INSTRUCTOR

## FROM

Be sure to send messages from your OHSU email address

## SUBJECT LINE

Include course number and a specific topic that matches your content

From: [yourname@ohsu.edu](mailto:yourname@ohsu.edu)  
Subject: NRS 212: Quick question on peer review paper

Hello \_\_\_\_\_,

I finished my outline and first draft of my paper this weekend. After looking at the assignment sheet, I'm still not sure I understand the next step. Should we post these papers both to our Sakai group and email them individually to our peer-review partners?

Thank you in advance for your help!

Sincerely,

First Name Last Name  
OHSU School of Nursing  
Class of 2022  
yourname@ohsu.edu

## SIGNATURE

Consider a professional signature and additional contact information.

## GREETING

- Include a greeting like "Hello" or "Dear Professor \_\_\_\_\_"
- It's better to be overly formal than informal
- You can ask your instructor how they would like you to refer to them

## MESSAGE BODY

- Use complete sentences
- Be polite and concise

\*It's ok to ask for clarification, but be sure you have already tried to find the answer yourself. Did you review the syllabus or assignment sheet? Is there some additional information in Sakai?

## CLOSING

Include a polite close like "Sincerely," or "Regards"  
  
Thank them for their assistance

Email is an important tool you will use during your time at OHSU and as you move into professional healthcare settings. While usually an efficient and quick way to resolve an issue, it's more formal (and requires different language) than what you might say texting a friend or family member.

### More tips:

Make sure your email is really necessary. Did you try to find the answer on your own in materials already provided?

Be sure you explain any attachments you send.

Be courteous.

Proofread carefully before you hit "Send."

Happy writing!