Dear ______________________________,

(teacher’s name)

Good morning! ______________________________

(always include a friendly greeting)

I am writing to you about ______________________________

________________________

(explain what assignment or test you are asking about, what the issue is, and what steps you have already taken)

________________________

Please let me know if ______________________________

________________________

(ask for what you need here: additional time, resubmit assignment, extra help, etc.)

________________________

Thanks for your time and I will see you in class _____________.

(day or time)

________________________

(your name)
Dear Ms. Smith,

Good morning!

I am writing to you about my essay on democracy.

When I log into Schoology, it shows as submitted. However, it has now been more than two weeks and there is no grade associated with this assignment.

Please let me know if something is missing or if you need me to resubmit my essay.

Thanks for your time and I will see you in class this afternoon!

Mary