

Email Examples

Email #1

Background: This is the second email I received from a potential contributor to a journal I am editing. The initial email sent a draft and requested feedback and a deadline extension. After responding with feedback, I received this email.

Subject: Full Draft of Article

Body:

Greetings Julia,

I like some of the feedback you gave me but I decided to send you the complete rough draft of my writing. I think if you have a full picture of what I am trying to capture you could better critique my writing.

—

Thank you,

Email #2

Background: I received this email several days after final grades were submitted for the semester, and after this student did not turn in several large projects required for the class.

Subject: Student's Name

Body:

Hi Professor Brown, I hope you're enjoying your vacation besides all the work that you're grading. I would first like to thank you for being a lenient, understanding, and cool professor because throughout being here I have encountered very stuck up, douchebagish professors here. The second thing I would like to talk about is the grades. I know I didn't do so well on the essays, however I had another class that I also had to worry about dealing with their online homework and studying for their quizzes/test and it was a lot of pressure to keep up with your deadlines as well.

If I end up getting a failing grade in your class, is there anyway to remedy the situation? I'm already in a pinch as it is with Financial Aid and not being on Academic Standard.

Email #3

Background: I received this email after alerting a student that their attendance habits put them in danger of failing the class.

Subject: RE: Grade Update

Body:

how am i failing? i did all the work and got almost a 100 on the test and i do whatever i have to do in class i only been absent twice in the class one because i was sick and the other because my bus broke down i wake up at 6 and i leave 6:30 it is an hour and a half commute sometimes i am late but i give in all my work i have right now 274/340 when i divide that its an 80 or close to that so how am i in danger of failing. Are you honestly gonna fail me because of my lateness even if i do all of my work and hand it in on time that doesnt seem fair I have alot of problems on my end and doing my best to try to cope with it so how is that fair to me that youre gonna fail me because i come late to class and before you say other people come on time to class they do not concern me.

Email 4:

Background: I received this email from the editor of an academic blog for which I have written and was applying for a position as Social Media Editor.

Subject: Social Media and "Title of Blog"

Body:

Wonderful, Julie, I may take you up on this--let me elaborate:

I have been independently supporting the mag and paying all staff for years. But my contract is ending at my institution and they have decided not to renew. I won't bore you with details but suffice to say I was given the option of applying to a job that included my present duties and a whole other set of duties (they collapsed one job into two) for less than my (male) predecessor would make, or leave. I am leaving.

I have three positions, but this job was the most regular, as I am a freelance writer and journal editor (for X in London), and neither are what you would call secure funds. I am in the process of seeking funding in other avenues, but obviously don't want to take on new folks. I am soon to miss Name, my managing editor, and cannot presently replace her. But I have ideas for engaging a local population to write the articles for our future issues (on toxic stress and youth, and one on infant mortality). But I either need to take on the lion's share of this role myself, sort out funds for someone else, or (sadly) let the mag go fallow. OR--find someone else willing to run it, which is an idea I've considered too. Tough choices all around, for sure! At the same time, perhaps new funds will make themselves known and I'll have more to work with. It's just a bit up in the air at present.

Best,
Editor's Name

Email #5

Background: I was a MA student requesting to meet with a professor. This is the response I received.

Subject: Hi, Julia. Let's meet on Wednesday in the campus coffee shop around 2pm. Let me know if this works for you.

Body:

Email #6

Background: I received this email from the director of the Marketing Department for the hospital with which I was preparing to intern.

Subject: Hospital Name Marketing Intern

Body:

Hi,

I've completed my portion of the internship form you gave me, and it is attached.

Also attached is our Student Safety Packet for your review. Please review the information in Part A and then complete the forms in Part B and EDUC 237B. All of the answers in the short quiz can be found in Part A. Once completed, please return the forms to me electronically.

Students are required to have a 2-step TST (TB) test prior to your start date. A lab blood draw (T-Spot) is also acceptable.

Please send me your photo so I can create a photo ID badge for you.

Please check if your college has performed a background study on you. If so, please send a copy to me. If not, I can send you a request form and St. Luke's will process it for you.

If you have any questions, please let me know.

Thanks, Name