

COMMUNICATING WITH PROFESSORS

EMAIL ETTIQUETTE



CalPolyPomona

College of Letters, Arts,
and Social Sciences

FROM: (Use your CPP Outlook email.)

TO:

SUBJECT: (Use a clear subject line, including your name and the class/section.)

BODY: (Provide context, keep it simple, keep it professional, and use complete sentences.)

(Start with a greeting, addressing the recipient using the correct title.)

(State your name, Bronco ID number, and which class/section you're enrolled in.)

(State your question clearly.)

SIGN-OFF: (End with a farewell, followed by your name. You can include pronouns, major, etc.)

NOTES:
