Dear [1] Professor [2] Last-Name [3],

This is a line that recognizes our common humanity [4].

I’m in your Class Name, Section Number that meets on This Day [5]. This is the question I have or the help I need [6]. I’ve looked in the syllabus and at my notes from class and online and I asked someone else from the class [7], and I think This Is The Answer [8], but I’m still not sure. This is the action I would like you to take [9].

Signing off with a Thank You is always a good idea [10],Favorite Student