

Guide to Writing a Polite Email

Easy Email Tips for Students

Step 1: Start with a Subject Line

Write a short subject line in the subject box that tells the reader what your email is about. For example:

- Assignment Extension Request
- Extra Time Needed for Homework
- Request for Appointment with Student Services

A clear subject helps the reader understand your email quickly.

Step 2: Start with a Greeting

Begin your email with a nice greeting, like:

- Dear [Name]
- Hello [Name]

This shows you are polite and ready to talk.

Step 3: Explain Why You're Writing

Write one or two sentences about what your email is about. For example:

- "I'm writing to ask for an extension on my assignment due date."
- "I need a little more time to complete my homework."

Step 4: Use Kind Words

Be polite and friendly. Use words like:

- "Please can you help me?"
- "Thank you for your time."

Step 5: Finish Nicely

End your email with a polite closing, such as:

- Kind regards,
- Sincerely,
- Thank you,

Then add your name underneath.

Step 6: Check Before Sending

Read your email again to make sure:

- You've written everything clearly.
- There are no spelling mistakes.
- You've used kind and polite words.

Example Email

Subject: Request for Assignment Extension

Dear Mr. Brown,

I hope you are doing well. I'm writing to ask if I could have an extension on my assignment due date. I've been unable to finish it on time because of some unexpected challenges. Please let me know if this would be possible.

Thank you for your understanding and your time.

Best regards,

Jamie

By following these steps, you'll always send emails that are polite and professional!

The screenshot shows a Microsoft Edge browser window titled "New mail - School - Microsoft Edge". The address bar shows "about:blank". The Outlook interface is visible, with the "Message" tab selected. The ribbon includes "Insert", "Format text", "Draw", and "Options". The "Format text" group shows "Calibri" font and "12" size. The "Options" group shows "Styles", "Attach file", "Link", "Signature Record", and "Insert". The "Send" button is green. The "From" field is "Petra.Stene@education.wa.edu.au". The "To" field is "MUIR Natalie [Margaret River Snr High School]". The "Cc" field is empty. The subject is "Request for Assignment Extension". The body text is: "Dear Ms Muir, I hope you are doing well. I'm writing to ask if I could have an extension on my assignment due date. I've been unable to finish it on time because of some unexpected challenges at home. Please let me know if this would be possible. Thank you for your understanding and your time. Best regards,". The signature block includes the school logo, the name "Arancini Bellisimo", the school name "Margaret River Senior High School", the email address "Arancini.Bellisimo@student.education.wa.edu.au", and social media icons for Facebook and Instagram.