

Asking for Help Template and Examples Emails

Template – Asking help from a professor example

Dear Professor **{{insert last name}}**,

I hope that you have had a great day. **{{or insert other nice statement}}**

I'm in your **{{insert class name and section}}** that meets on **{{day of week(s)}}**. This is the question that I have **{{insert question}}** or the help that I need **{{help that you need}}**. I've looked in the syllabus, reviewed my notes and asked someone else from class, but I'm still struggling. **{{Insert the action that you would like to take}}**. I look forward to hearing back from you.

{{Insert salutation}},

Your Name

Example – Asking help from a professor

Dear Professor Zamora,

I hope that this email finds you well.

I'm in your History 101 class that meets on M,W,F. I'm struggling to understand the assignment on the Civil War that you asked us to do. I've talked to other students in the class but I'm still struggling to understand. I was wondering if I could set up time during your office hours to sit down and talk through my questions. I look forward to hearing back from you.

Best,

Your Name

Template – Help from financial aid

Dear Financial Aid Officer **{{insert first and last name}}**,

I hope that this email finds you well. **{{Or insert other nice statement}}**

My **{{insert your name}}** and I'm a student here at **{{insert college/university you are attending}}**. I'm writing to you because **{{insert question or problem that you are having}}**. I've **{{insert what you have done to try to solve the problem}}** and still don't understand the issue. I also spoke with my adviser and they recommended I reach out to you. I was hoping that we can work together to take care of this issue. I would like to make an appointment with you or someone in your office. **{{Insert when you are available to meet with them}}**. Thank you for your help and I look forward to hearing back from you.

{{Insert salutation}},

Your Name

Example – Asking help from a financial aid officer

Dear Mr. Financial Aid Officer,

I hope that this email finds you well.

My name is Your Name and I'm a student here at Central Washington University. I'm writing to you because I received an email from your office letting me know that my financial aid package had been processed. I've looked in my portal and reviewed my FAFSA and still don't understand the issue. I also spoke with my adviser and they recommended I reach out to you. I was hoping that we could work together to take care of the issue. I would like to make an appointment with you or someone in your office. I am free every day after 1 p.m. Thank you for your help and I look forward to hearing back from you.

Best,

Your Name