

EMAIL ETIQUETTE: CONTACTING FACULTY

CENTER FOR STUDENT SUCCESS

Email Address

Only send emails from your hawkmail account.

Subject

Be specific in listing your course and a topic that relates to the content of the email.

Greeting

Include a greeting such as "dear" or "hello." If you are not sure how to address the instructor, err on the side of caution and use their title.

From: @hawkmail.newpaltz.edu
Title: Question about ENG170 Assignment 1

Hello Title Name,

I reviewed the syllabus for ENG170 and I have a couple of questions about the first assignment due on September 23rd. How many sources do we need for the assignment? And what citation style should we use for the paper? Thank you for your time.

Regards,
Hugo Hawk

Signature

Include a polite sign off such as "sincerely," "best," or "regards." Always sign with your first and last name.

Message:

Use complete sentences; avoid abbreviations. Be concise; share what they need to know. If you ask numerous questions, use bullet points to mark them. Always be polite! If you send an attachment, be sure to include context for the attachment in the email.