



Faculty of Engineering
and Applied Science

SAMPLE E-MAILS

Below you will find some short sample e-mails. An attempt has been made to cover a variety of potential e-mail topics. The purpose of these samples is so that you can mimic their appearance when you write your own e-mails. They are also meant as exemplars of the tone and language you should be using when writing e-mails to instructors, administrative staff, and employers.

TO A PROFESSOR/INSTRUCTOR

To: bgernet@mun.ca

Subject: Unit 2 Quiz, May 3

Hello Dr. Gernet:

My name is Angela Near, and I am a student in your ENGR 8104 course. I am writing to tell you that I will be absent for the Unit 2 Quiz, scheduled for next Friday (May 3). I have an appointment with a specialist at that time, and I am unable to reschedule the appointment.

I would be happy to do the quiz at a different time if that suits you. I am open to other suggestions as well.

Regards,

Angela

Student number: 2021987XX

To: bgernet@mun.ca

Subject: Problem with grade on Assignment #3, ENGR 8151

Hello Dr. Gernet:

My name is Angela Near, and I am a student in your ENGR 8151 course. I can see online that I have no grade listed for Assignment #3. I have asked my classmates, and they all have had grades showing for this assignment for at least a week. I submitted the assignment via the dropbox on June 2, so I am wondering if you received the assignment. Please let me know if you need me to resubmit it.

Regards,

Angela

Student number: 2021987XX

TO ADMINISTRATIVE STAFF

To: engr_program_admin@mun.ca

← not a real e-mail address

Subject: Can't register for W22 courses

Hello Mr. Edmondson:

I am contacting you to let you know that I am currently unable to register for courses for the upcoming semester. I can log in to the Self-Service, but it says that I am not eligible to register for any of the ENGR courses that I have selected. Do you know what the problem might be? My student number is 2021987XX.

Thanks,

Angela Near

To: engr_program_advice@mun.ca

← not a real e-mail address

Subject: Advice on course registration

Hello Carol,

I had been speaking to you last month about starting Engineering One in the winter semester. One of the courses that you had suggested, ENGL 1090, has completely filled up (all sections), and there are many students on the waitlist already. What do you suggest that I do?

Regards,

Angela

TO EMPLOYERS/SUPERVISORS

To: bfield@edisonsolutions.ca

CC: v.supa@mun.ca

Subject: Work log, Conpro site, July 11/21

Attachment(s): worklogNEAR-Conpro-July11.PDF

Hello Mr. Field,

I have attached the requested work log for my activities between July 5 and July 11. I have provided some explanation for each activity, but more details can be added if needed. I have also included my academic supervisor, Ms. Supa, on this e-mail as she had requested to see the completed log as well.

Please let me know if there is anything else you need from me.

Regards,

Angela Near

Civil Engineer (student), Edison Solutions

8 Pearl Pl., St. John's, NL

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