

Email templates that you might consider using and adapting to help explain your personal needs.

1. If you need to explain something brief/a common woe of remote learning:

Dear Professor [X],

I hope you are doing well!

My name is [X] and I am currently in your [course name]. I am very excited about all the class has to offer and I'm looking forward to learning a lot this semester.

I wanted to let you know that I have [poor WiFi? A job that I start directly after this class/do not have a working webcam on my computer]. I will still be fully engaged with the class, but I may have to [add what tasks or slight accommodation you need – to attend class with my camera off, to participate mainly via chat rather than out loud, etc.]

I wanted to share and be transparent with you, to provide insight into my current situation. I'll be sure to communicate again if anything changes. See you on [day of your next class]!

*Best,
[X]*

2. To ask for an extension due to a personal matter:

Dear Professor [X],

My name is [X] and I am currently in your [course name]. Thank you for a great semester so far!

In light of a personal emergency, I wanted to let you know that I do not feel capable of accomplishing [assignment, paper, problem set, etc.] by the original due date. I want to give this course and the material my fullest attention and best efforts; however, I am unable to do so at this moment.

I expect that I can accomplish the [assignment, paper, problem set, etc.] by [propose a time that works best for you]. Would this adjusted timeline be feasible? Please recommend an adjusted timeline, if not.

I will continue to be in touch with you as I figure out my current situation. Thank you in advance for your understanding

*Best,
[X]*