



New Message

To:

Subject:

**EMAIL TEMPLATES FOR
STUDENTS WITH
DISABILITIES**

COLLEGE MEANS A LOT OF EMAILS....

SO WE ARE HERE TO HELP!

We have created a repository of email templates for a variety of scenarios you may find yourself in in college - from scheduling meetings, to tutoring assistance and more! We also included a list of resources to help you keep track of emails and keep you organized.

Emails for Professor

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- Page 4 Absence
- Page 5 Leaving class early due to a medical emergency
- Page 6 Requesting an appointment with a Professor during office hours
- Page 7 Requesting an appointment with a professor outside of office hours

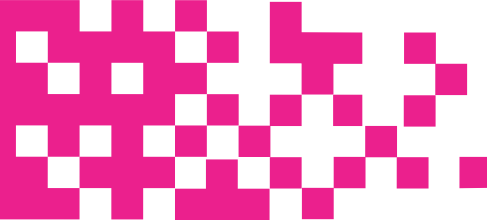
Emails for Administrative Offices

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ACCOMMODATIONS LETTER

APPOINTMENT WITH THE PROFESSOR



To: [Professor's email]

Subject: Request for Appointment

Dear Professor [Last Name],

I hope this email finds you well. My name is [Your Full Name], and I am currently enrolled in your [Course Name] class. I would be grateful if we could schedule a brief meeting to discuss the approved academic accommodations by the Disability Support Office for [current semester year] and how my disability may impact me in your course.

I am available [provide a range of days and times when you are available]. However, I am flexible and can adjust my schedule to accommodate your availability.

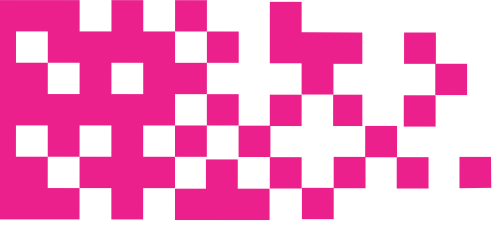
My accommodations are extremely helpful in ensuring that I can perform to the best of my ability. I wanted to bring this to your attention well in advance so that we can discuss the logistics and any adjustments that may need to be made. I understand the importance of adhering to deadlines and guidelines, and I want to assure you that I am fully committed to meeting all the requirements of this course.

Thank you for your understanding and acceptance.

Sincerely,

[Your Full Name]

 Send



To: [Professor's email]

Subject: Usage of Accommodation

Dear Professor [Last Name],

I hope this email finds you well. My name is [Your Full Name], and I am currently enrolled in your [Course Name] class. I am utilizing my approved academic accommodation of [Specific Accommodation] for the upcoming [Assignment Name].

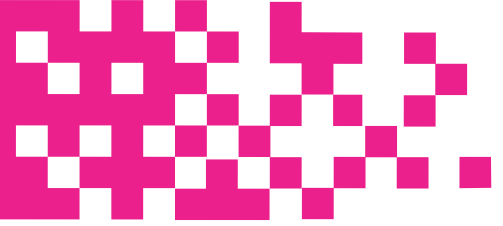
As per the accommodation plan approved by the disability services office, I am entitled to the accommodations provided in the letter I delivered to your office earlier this semester. My accommodations are extremely helpful in ensuring that I can perform to the best of my ability.

I wanted to bring this to your attention well in advance so that we can discuss the logistics and any adjustments that may need to be made. I understand the importance of adhering to deadlines and guidelines, and I want to assure you that I am fully committed to meeting all the requirements of the assignment.

Thank you for your understanding and acceptance of my approved accommodation for this assignment

Thank you,
[Your Full Name]

 Send



To: [Professor's email]

Subject: Absence in [Course Name]

Dear Professor [Last Name],

I hope this email finds you well. Unfortunately, I experienced a sudden and unexpected medical emergency that required immediate attention, and as a result, I was unable to attend class on [date and time]. I understand the importance of consistent attendance and participation in your course, and I sincerely apologize for any inconvenience my absence may have caused.

I will review the items I missed posted on our course page for the day. If there are any additional announcements, assignments, or materials covered in class that I need to catch up on, please let me know.

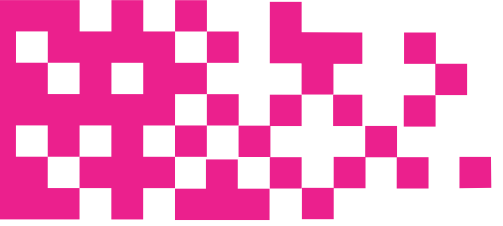
Thank you for your understanding and consideration. I value your class and am committed to ensuring that my academic performance is not adversely affected by my absence.

Sincerely,

[Your Full Name]

 Send

LEAVING CLASS EARLY DUE TO A MEDICAL EMERGENCY



To: [Professor's email]

Subject: Apology for Medical Emergency in Class

Dear Professor [Last Name],

I hope this email finds you well. I am writing to apologize for having to leave class today due to a medical emergency that occurred in your class.

I hope that I did not disrupt the learning environment for both you and my fellow students upon my exit. I value your class and your commitment to our education. I would appreciate meeting with you to review the material that I missed. I am available during your office hours, and plan to attend [day and time]. If you're unable during your regularly scheduled office hours, I would appreciate meeting with you at another time. Please let me know what works for your schedule and I will accommodate accordingly.

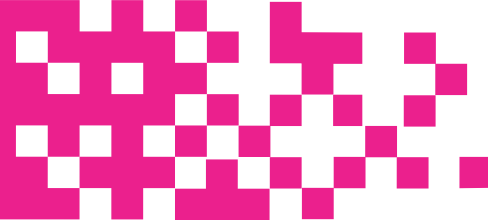
Thank you for your understanding and consideration. I look forward to hearing from you.

Sincerely,

[Your Full Name]

 Send

REQUESTING AN APPOINTMENT DURING OFFICE HOURS



To: [Professor's email]

Subject: Requesting an Appointment During Office Hours

Dear Professor [Last Name],

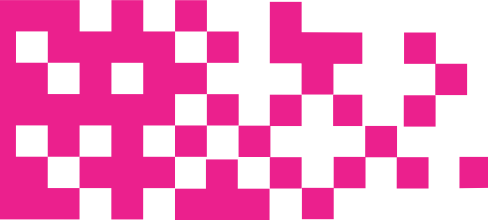
I hope that you are well. I am currently enrolled in your [course name] class on [day and time]. I am writing to request an appointment with you during your office hours to discuss [topic] and seek clarification on some points.

I am available during your scheduled office hours and plan to come [mention specific day and time]. Please let me know if this will not work for you so we can arrange another time.

Thank you,
[Your name]

 Send

REQUESTING AN APPOINTMENT OUTSIDE OF OFFICE HOURS



To: [Professor's email]

Subject: Requesting an Appointment

Dear Professor [Last Name],

I hope that you are well. I am currently enrolled in your [course] class on [day and time]. Unfortunately, I am unable to attend your regular office hours.

I need some help with understanding a topic we discussed in class recently and would greatly appreciate the opportunity to meet in your office. I would benefit from a discussion with you to better understand the material.

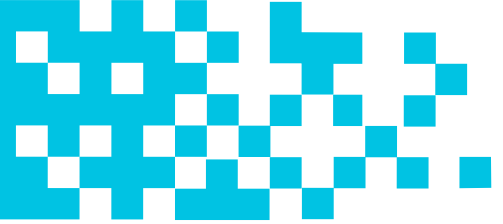
If you have any availability outside of your regular office hours, could we schedule a meeting? I am flexible and willing to adjust my schedule to accommodate your availability. Please let me know if there is a specific time or day that works well for you.

I appreciate your consideration of this request. Thank you for your understanding!

Thank you,
[Your name]

 Send

INTAKE APPOINTMENT



To: [Disability Services Office email]

Subject: Request for Disability Service Office Intake Appointment

To whom it may concern,

I hope this email finds you well. My name is [Your Full Name], and I am a currently enrolled student. I am reaching out to request an appointment for the Disability Service Office intake process to discuss potential accommodations for my disability.

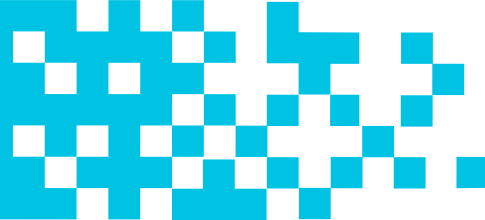
Please let me know the steps for requesting an appointment for the intake process if it is different from emailing the office directly. Additionally, if there are any forms or documents I need to bring to the appointment, please inform me, and I will ensure that everything is prepared in advance.

Thank you for your time and assistance. I look forward to meeting with you to discuss the necessary accommodations.

Sincerely,
[Your Full Name]

 Send

REQUEST FOR TUTORING ASSISTANCE



To: [Disability Services Office email]

Subject: Request for Assistance

Dear [Tutor's Name/Tutoring Office Name],

I hope this email finds you well. My name is [Your Full Name], and I am currently enrolled in [course]. I am writing to request your assistance with [specific topic or concept] that we have been covering in class.

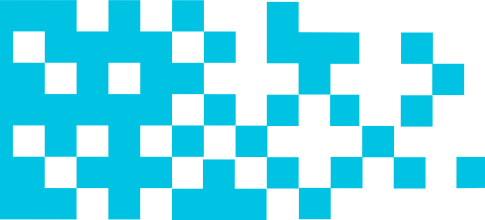
If you have some availability for a tutoring session, I would be more than willing to schedule a meeting at your convenience. If I need to simply come to the tutoring center in [building] to schedule an appointment, please confirm that this is what I must do.

Additionally, if there are any materials or preparation I should do before my tutoring session, please let me know.

Thank you,
[Your Full Name]

 Send

REQUEST FOR TUTORING ASSISTANCE



To: [Disability Services Office email]

Subject: Request for Assistance

Dear [Tutor's Name/Tutoring Office Name],

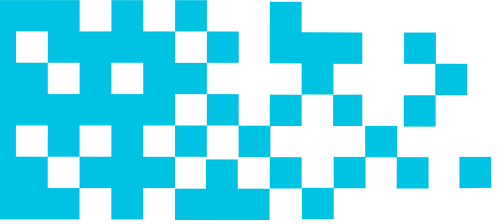
I hope this email finds you well. My name is [Your Full Name], and I am currently enrolled in [course]. I am writing to request your assistance with [specific topic or concept] that we have been covering in class.

If you have some availability for a tutoring session, I would be more than willing to schedule a meeting at your convenience. If I need to simply come to the tutoring center in [building] to schedule an appointment, please confirm that this is what I must do.

Additionally, if there are any materials or preparation I should do before my tutoring session, please let me know.

Thank you,
[Your Full Name]

 Send



To: [Financial Aid Office email]

Subject: Request for Financial Aid Appointment

Dear [Financial Aid Office/Officer],

I hope this email finds you well. My name is [Your Full Name], and I am a [year/semester] student within the [Program/School] of [Name of Program/School]. I am writing to request an appointment with a financial aid advisor to discuss some concerns related to my financial aid package.

I believe that a one-on-one meeting would provide me with the opportunity to gain a better understanding of my current financial aid status and discuss any changes in my circumstances that might affect my aid because of my disability and medical needs.

I am available during [dates and times available]. If these times are not convenient, please let me know of any alternatives, and I will do my best to adjust my schedule accordingly.

Additionally, if there are any documents I should bring to the meeting, please inform me in advance, and I will ensure everything is prepared.

Thank you for your time and assistance,

[Your Full Name]

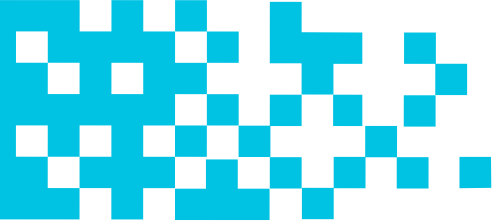
[Your Student ID]

[Your Email Address]

[Your Contact Number]

 Send

REQUESTING AN APPOINTMENT WITH ACADEMIC ADVISOR



To: [Advisor's email]

Subject: Request for Advising Appointment

Dear Professor [Last Name],

I hope that you are well. You are currently listed as my academic advisor for the [term] [year]. I am writing to request an appointment with you to discuss my [major/degree] and [state the advising problem you need to discuss].

I am available during your scheduled office hours. However, if there is another time for an academic advising appointment, please inform me of the preferred time and I will do my best to accommodate your schedule.

Thank you,

[Your Full Name]

[Your Student ID]

[Your Email Address]

[Your Contact Number]

 Send