

Name _____

Email For Assistance

Directions: Read the three short situations below. For each one, write a short, polite email that asks for help in a clear and respectful way. Include a greeting, your reason for writing, a polite request, and a closing.



1. You missed class yesterday and don't understand the homework instructions. Write a polite email to your teacher asking for clarification.

2. You are struggling with a new skill at practice and want your coach to give you extra tips. Write a short, respectful email asking for help.

3. You are new at your part-time job and unsure how to complete a task correctly. Write a polite email to your supervisor requesting help.