When I receive a polite e-mail, I expect to see most (and probably all) of the following:

1. **a subject line showing it’s a student message (and thus not spam!)**
	* Request from Taro Suzuki
	* Office visit (from Michiko Tanaka)
	* English class homework from Chikako Yamamoto
2. **a polite salutation (careful of punctuation and spelling, please)**
	* Dear Dr. Elwood,
	* **Not** Dear Dr. elwood.jim, *(that’s my e-mail address, not my name!)*
	* **Not** Dear Elwood, *(that’s very, very rude!)*
3. **an introduction (who is sending me this e-mail?)**
	* My name is Taro Suzuki, and I’m in your 1st period writing class on Friday.
	* My name is Michiko Tanaka, and I’m a student in the Physical Education Department at Tsukuba University.
	* My name is Chikako Yamamoto, and I’m a graduate student here at Tsukuba University.
4. **a concise explanation of the sender’s purpose**
	* As you mentioned in class, for my final project I need to visit your office and speak with you.
	* I have a question about my homework.
	* I would like to consult with an American about…
	* I’m writing a paper on genetics and I have several questions about English terms.
	* I’m sending my homework as an attachment
	* I’m sorry I was absent from today’s class. I had a cold and could not attend any of my classes.
5. **your polite request, question, etc. (notice the “May I…?” form)**
	* May I visit your office next Friday, February 18th, at 2:30?
	* May I ask you to look over my paper for grammatical mistakes, please?
	* May I send you some questions about genetics terms in English?
	* May I take a few minutes of your time sometime next week?
	* May I ask you to check my homework, please?
6. **a “thank you” for using some of my time.**
	* Thank you for your time.
7. **a polite closing & your name**
	* Sincerely,

 Taro Suzuki

For example, your message should look something like the message on page 2:

