# **Communication, teamwork, and presentation skills**

## Template for explaining to a staff member that you are experiencing academic difficulties

If you are struggling academically, you should seek support as early as possible. Feel free to use or adapt this email template to let a lecturer or tutor know that you are experiencing academic difficulties. Just insert your own details into **[the fields that look like this]** and copy and paste into a new email. See also our Guide to emailing University staff.

In the **subject field**, type the purpose of your email, for example: Academic difficulties

Dear **[Title of the staff member that you are emailing: for example, Professor, Dr, Mr, Ms, followed by their last name]**,

My name is **[first name and last name]** and I am a **[what year]** student in your **[name class – module code and name if possible]** class.

I am emailing you to let you know that I am struggling with some aspects of your module. In particular, I am having trouble with **[name the area(s) where you are experiencing difficulty, and, if you can, the nature of your difficulty]**. Do you have any suggestions that might help me to gain a better understanding of [**this aspect/ these aspects]** of the module?

I look forward to hearing from you at your convenience.

Kind regards,

**[First name, last name and student ID number]**

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