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

## Template for requesting a meeting with a staff member

Feel free to use or adapt this email template to request a meeting with a staff member. 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: Requesting a meeting

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 to ask if you would have any time available to meet with **me [say when, for example, this Friday or next week]** to discuss **[name the issue]**. I am free on **[name the days/times that would suit you to meet]**.

I look forward to hearing from you at your convenience.

Kind regards,

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

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