Writing Professional E-mails Regarding Student Concerns

Dear [person’s name],

I am writing to you regarding some concerns that I have regarding [department], and I am reaching out in an effort to enlist your help in resolving these concerns.

[List the concerns that you have in a professional manner. Make sure that all your information is factual, or phrased in a questioning manner].

I am hoping to work together to help improve this aspect of campus. What do you think would be a great way to improve this?

I think that perhaps it would be useful to [list your ideas for improvement].

Thank you so much for your time and consideration. I look forward to hearing from you soon.

Best wishes,

[Your name]