

Email requesting extra help! (Specific)

Hello _____ [Teacher's Name],

I hope you're doing well! I wanted to ask if I could get some extra help with _____ [specific topic, unit, or assignment—e.g., “the last quiz,” “Chapter 6,” or “graphing equations”]. I'm having a little trouble and would like to go over it with you so I can understand it better.

Would there be a good time to meet—maybe on _____ during _____ [lunch/PRT/after school/office hours]?

Thanks so much for your help!

Best,

[Your Name]

[Class and Period, e.g., “Chemistry, Period 2”]

Email: Extra Help with My Grade

Hello _____ [Teacher's Name],

I hope you're doing well! I wanted to check in because I noticed my grade in _____ [class name] is lower than I'd like. I know I can do better, and I'd really appreciate your help figuring out what I can do to improve.

Could we meet sometime during _____ [lunch/PRT/after school/office hours] to go over what I should focus on? I want to make a plan to bring my grade up.

Thanks so much for your time and support!

Best,

[Your Name]

[Class and Period, e.g., “World History, Period 4”]