**How would you improve these emails?**

1. To a college-level instructor:

From: Sally Mc Student  
To: Susan Burton  
Subject: BCOM 600 – Missing the session and actions

Dear Mrs. Burton,

This is to inform you that I apologise for missing my Friday class. The reason is that the things got messed up at work and I got no time to work on a computer. I kindly request your understanding, as I need this job and am also dedicated to excelling in your class. I do request for your guidance on making up for the missed session, such as additional assignments or readings.

2) To your instructor

From: PK Student   
To: Susan Burton  
Subject:

Good morning Ma

Please I saw my grade today and I was surprised please can you help me go through them again I will do whatever is required to receive your most honoured esteem also I don’t want to fail  this course as the pass mark is 50%

Thank you PK

3) To a client

From: Stewart Workerguy

To: Susie Smith

Subject: Today’s Meeting

Hey Susie!

I am looking forward to seeing you today for our meeting! I’ve attached the materials needed ofr our discussion! Let me know if you have any questions?

Regards

Irving Workerguy  
*Marketing Genius*

[studlystew@workerguymarketing.com](mailto:studlystew@workerguymarketing.com)

(743) 298-4567

“Be so good they can’t ignore you.” Steve Martin

4) To a colleague in a different department (in a 300 person company)

To: Max Smart, Department Head - Accounting

From: Bob Boring

Subject: Presentation

Hi Max

Can you send me the presentation from last week? I really enjoyed it!

Sincerely,

Bob