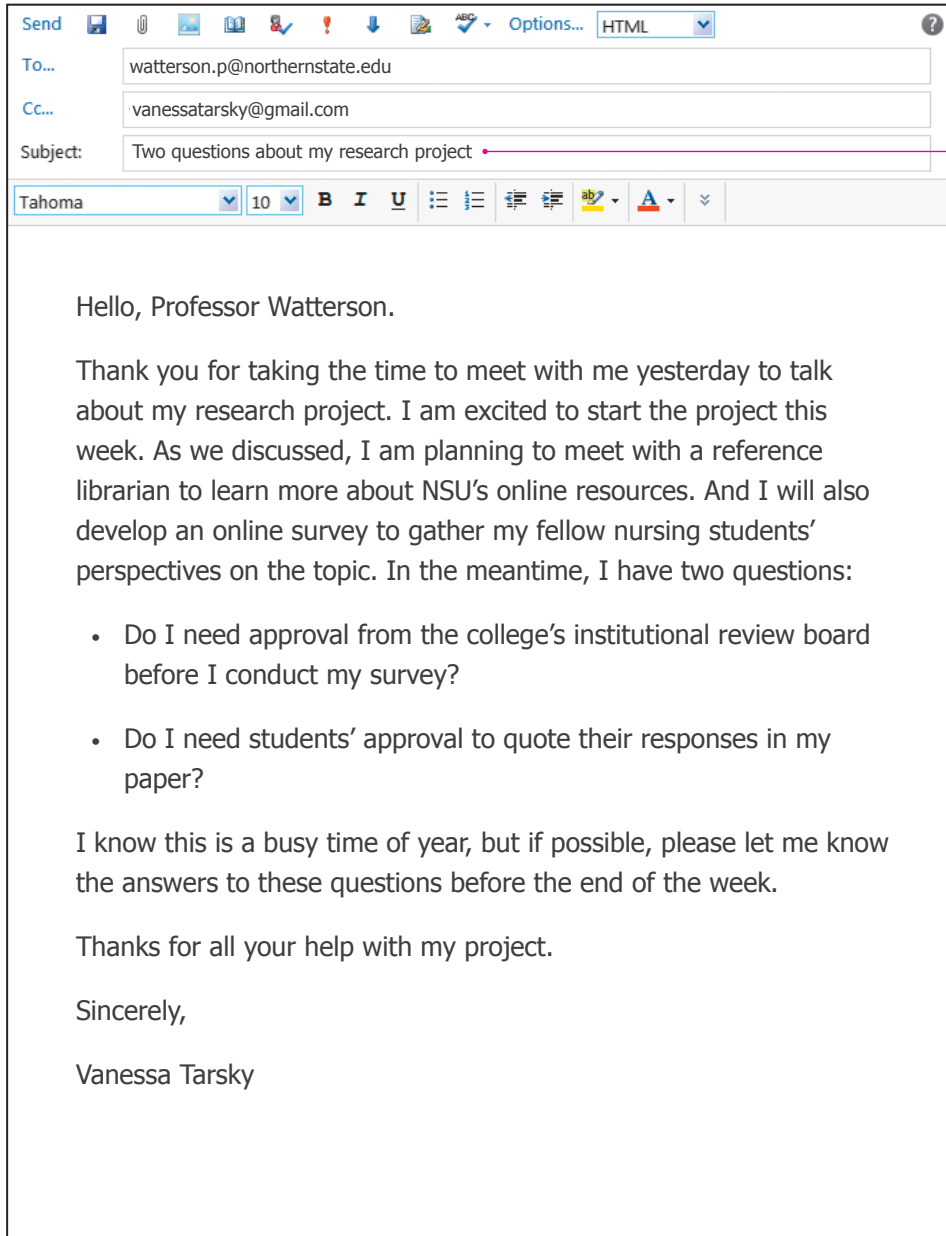


E-mail Message



Clear, specific subject line gives purpose of message.

Introduction explains reason for writing.

Professional, straightforward tone and formal language appropriate for communicating with professor.

Message formatted to be read quickly. Bullets draw reader's eye to important details.

Desired outcome of message: request stated briefly.

Message ends with brief, friendly closing.