

**Sample email to modify for use when contacting your instructors:**

"Professor ----,

I am a student in your \_\_\_\_\_ class and I will be unable to attend class today because I have bronchitis. I have made arrangements for a friend in class to take notes on the lecture and discussion. I wanted to let you know why I had missed class. I would like to meet with you once I feel better to talk about the upcoming midterm/paper/next assignment.

Thank you!

Student Name