

Email Writing Format For Students

Subject: Clarification on Assignment Requirements for History 202

Dear Professor Adams,

I hope you're well. I am a student in your History 202 class and I'm reaching out to confirm some details regarding the term paper due on November 15th. Could you please provide clarification on the following points?

- Required length of the paper
- Preferred citation style
- Any specific topics you would like us to focus on

Thank you for your time and assistance. I look forward to completing the assignment to your specifications.

Sincerely,

Emma Brown

Student, History 202

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