

Sample Email

Dear Professor _____,

My name is YOUR NAME and I am excited to be taking your INSERT CLASS NAME course. However, I will be unable to attend class on DATE OF CLASS due to religious observance. (Optional to include the name of the holiday)

I am writing to let you know I am committed to taking your course and will be there at the next meeting.

I have read the syllabus and will come having read and completed the readings and assignments listed there.

Are there other ways I can prepare myself for the next class meeting?

I understand some lectures at Stanford are recorded. If you are planning to record this course this quarter, could I have access to that recording prior to the second meeting?

I am looking forward to learning with you. In gratitude,
YOUR NAME