

How to write email messages to professors in the U.S.

Always use a greeting. Do not begin with "Hey", "Hi" or other informal greetings. Generally speaking, you should use "Dear Professor Last-name." If the instructor does not have a PhD, refer to them as "Professor" unless instructed otherwise. Taking a chance with "Mrs" "Mr." or "Ms." instead of "Dr." or "Professor" runs the risk of insult to the professor. If your professor signs the reply with a first name, it is still best to address him or her as "Dr. Last-name" or "Professor Last-name" in an email. Do not use the professor's first name unless you have been explicitly invited to do so. You should also be sure to spell your professor's name correctly.