**Template for explaining to a staff member that you are experiencing academic difficulties**

Feel free to use or adapt this email template to let a lecturer or tutor know that you are experiencing academic difficulties. Just insert your own details into **[the fields that look like this]** and copy and paste into a new email. See also the **Guide to emailing NUI Galway staff**.

In the **subject field**, type the purpose of your email, for example: Academic difficulties

Dear **[Title of the staff member that you are emailing: for example, Professor, Dr. Mr. Ms., followed by their last name]**,

My name is **[first name and last name]** and I am a **[what year]** student in your **[name class – module code and name if possible]** class.

I am emailing you to let you know that I am struggling with some aspects of your module. In particular, I am having trouble with **[name the area(s) where you are experiencing difficulty, and, if you can, the nature of your difficulty]**. Do you have any suggestions that might help me to gain a better understanding of [**this aspect/ these aspects]** of the module?

I look forward to hearing from you at your convenience.

Kind regards,

**[First name, last name and student ID number]**

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