

ASYNCHRONOUS TUTORING EMAIL

Dear Mr./Ms. [TEACHER NAME],

This email is to confirm that your student, [STUDENT NAME], submitted work to the Peer Tutoring Center for asynchronous tutoring on [DATE].

ASSIGNMENT/REASON: [INSERT HERE]

MAIN GOAL (highlight all that apply):

- Brainstorm for a paper/project
- Revise a draft
- Study for a quiz/test
- Understand something better
- Receive help on homework
- Get tips for studying, time management, or organization
- OTHER:

I suggested to the student that he/she [INSERT YOUR COMMENTS HERE].

For questions or comments you can email Ms. Melissa Morgan at mmorgan2@fcps.edu. Feel free to recommend the Peer Tutoring Center to others! Students can sign up using this link.

Sincerely,

[YOUR NAME]

Peer Tutor