

Dear [Instructor's name],

My name is [your name], and I am in your [course name and time] class. I have been struggling with [current relevant circumstances] that have unfortunately impacted my performance in your class (feel free to be as specific or general as you are comfortable with). I do want to succeed this semester, and your class is no exception. I understand there may be limitations, but I am hoping that you might help me strategize for this course going forward.

I'd like to start a conversation with you about this. I'm most available for [email, phone, office hours, scheduled appointment (choose one and best time to contact you)].

I truly appreciate your understanding and support. I look forward to speaking with you soon.

Best,

[Your name]