TEMPLATE FOR FIRST EMAIL TO YOUR MAP ACADEMIC TUTOR

Please use the template below when you contact your Academic Tutor for the first time to arrange your first meeting. You will receive a mark as part of the assignment process for your performance. Therefore, it is important that you communicate professionally with your tutor.

REMEMBER: Your first meeting with your tutor must take place between Tuesday 14th May – Monday 3rd June, and will last for 45 - 60 minutes. The meeting must be held on a Monday – Friday, 9am-5pm.

Dear *INSERT TUTOR'S FULL NAME*

My name is *INSERT FULL NAME AND UNIVERSITY ID NUMBER IN BRACKETS* and I have been assigned to you to work on my assignment for the Manchester Access Programme.

Between now and 3rd June I am free on the following days and times:

*Here you need to list the days and times you are available, for e.g.
             Wednesday 17th May 2pm – 4pm
             Thursday 25th May 3pm – 5pm*

These are just example dates above, please make sure you give a few date options to your tutor.

Please let me know if any of these times are convenient. If not, please send me some alternative days and times.

As you will know, my Academic Assignment is in *INSERT SUBJECT E.G BIOLOGY, ENGLISH LANGUAGE* which I am currently studying at *INSERT NAME OF SCHOOL/COLLEGE*.

I am also studying *INSERT ANY OTHER QUALIFICATIONS YOU ARE STUDYING AT SCHOOL/COLLEGE*.

At university I am interested in studying the following: *INSERT ANY UNIVERSITY COURSES YOU ARE INTERESTED IN STUDYING. IF YOU ARE NOT SURE YET, YOU CAN SAY SO*.

The area(s) I would be interested in researching as part of my assignment is/are: *(Here you should give an indication of any particular aspects of the subject you are interested in, e.g. Genes if you are doing Biology, Attachment Theories if you are doing Psychology. You do not need to be really specific as this is something you can discuss in your first meeting).*

I look forward to hearing from you soon.

Best Wishes

INSERT NAME AND UNIVERSITY ID NUMBER