

Dear Professor [name],

I am a student in your [insert class name]. The purpose of this email is to inform you that I would appreciate it if you referred to me as:

CHOSEN/PREFERRED NAME: _____ PRONOUN(S): _____

On your class roster, _____ is my legal name. I would greatly appreciate it if you refer to me by my chosen/preferred name during the class. If you have any questions for me regarding this, please don't hesitate to contact me.

Also, if you have any further questions feel free to contact the College's Director of Admission for questions specific to the topic of Chosen/Preferred Names.

Thank you for your understanding, and I look forward to starting your course next week.

Sincerely,

[Chosen name]