

Request for Instructor's Communication Details

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Necessity for Instructor's Communication Details

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the communication details of my instructor, [Instructor's Name], for necessary academic correspondence. It is important for me to discuss [briefly state the purpose, e.g., course clarification, assignment guidance].

Having direct access to [his/her/their] email or phone number would greatly assist me in ensuring that I can receive prompt feedback and support regarding my studies.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID (if applicable)]