

**Subject Line: Midterm Marks???**

**Hey,**

**I was wondering when u were going to post the grades for our midterm paper? We handed them in 2 weeks ago and I need to know what my gpa is for my skolarship application.**

**Cheers,**

**John Doe**

**Subject Line: ENGL 101 – Grading Inquiry for Midterm Paper**

**Good afternoon Dr. Dover,**

**The reason for my email today is to inquire about our midterm papers we submitted two weeks ago. I have a scholarship deadline coming up and I was hoping to have my mark back for this paper so I could calculate my GPA, as this is a requirement for my application.**

**I realize that you are a busy instructor, especially this time of year. I was just wondering if you could provide me with a rough timeline of when you think you will have our marks posted.**

**Thank you for your time and I look forward to hearing from you!**

**Kind regards,**

**John Doe**

**Student ID: 1234567**

**Email: [john.doe@fakeemail.com](mailto:john.doe@fakeemail.com)**