

Professor \_\_\_\_\_,

I am a student in your (insert class name here). I am getting in contact with you to let you know that I identify as (insert preferred name here). My name will probably show up on your roster as (insert birth name here), but I would prefer to go by (preferred name) and (masculine/feminine/gender neutral) pronouns. I will be putting (preferred name) on my assignments and would appreciate it if you called me that in class.

Thank you very much.

(Preferred name)