Hi Professor [Professor's Name]:

My name is [Name] and I am in your [Course Name] class that meets on [Day] at [Time]. Thank you for this time – I understand that we have [Time] minutes, correct? I have a few questions about [Subject/Topic].

I [Verb] the [Current subject/Topic], but was [Confused/Lost/Frustrated] by [Idea/Theme/Concept]. My first question is: [Question]

1a. If immediate explanation is clear, follow up with:
   “Thanks, that’s helpful!” Move on to next question with, “My next question is...”

1b. If immediate answer is not clear, use a follow-up probe such as:
   “What does that mean?” or “Can you help me understand the main point?”

2. If second attempt at explanation is not clear, try:
   “Can you say that differently?” or “Can you give an example?”

3. If alternative explanations are better but not decidedly clear:
   “Is there a page in the textbook or reading (or point in the video, YouTube, lecture notes, etc.) that I can reference for further information?”

Once finished, thank the professor and remind them of your name.