

3 Email Templates

Template 1: Arranging the first meeting:

Hello,

I found your profile on (name of website).

I'm interested in finding an English teacher because I want to (your goal, reason for improving).

I would like to have lessons ____ times a week for ____ minutes, at ____ (location)

If you're interested and have some available time, could you please write me three possible days and times when we could meet to discuss lessons.

I'm usually free after/before _____

Thank you,

Template 2: Politely Turning Down a Teacher

Hello _____,

Thank you for the meeting/sample lesson. I enjoyed_____ (mention something specific about them or the lesson).

However, I have decided to choose another teacher who I feel fits my needs better.

Best of luck,

Template 3: Offering the Job to the Best Teacher

Hello _____,

It was nice meeting you last week.

I have finished interviewing the other teachers and have decided that I would like to work with you.

If you're available, we can begin lessons on _____.

Thank you,
