

As a guide, you can refer to the email below.

To **Professors' name and email address**, can be found on [People finder](#)

Hello **Professors Name**,

My name is **type your name**. I am interested in auditing your class **Type Course Name and CRN here** ([Course number and CRN can be found Here](#)) scheduled to begin in **Type Semester here** as a non-degree student.

I am requesting to participate as an auditor in your class. Your approval is required for me to continue the application process for non-degree students. Your response to my email is crucial and will help the admissions staff to move forward with my application.

I look forward to hearing from you soon.

Thanks,

**Sign your name.**

**Your phone number**

**Your email address**