

Dear Professor [Last Name],

I hope this email finds you well. I am writing to let you know about a problem I am experiencing in your [course name] class.

During the last few weeks, I have been struggling to keep up with the course material. Despite putting in extra time and effort, I am still having difficulty understanding the concepts and completing the assignments.

I am worried that this will affect my performance in the course and was hoping to discuss with you possible ways to get back on track. Could we schedule a time to meet or talk over the phone to discuss this further? I value your guidance and would appreciate any advice or support you can offer.

Thank you for your time.

Sincerely,

[Your Name]