**Inquiry Letter Responses and Emails**

It is exciting to hear from an expert who agrees to help you, either by sending materials or agreeing to be your advisor; it is also disappointing when rejected. What should you do? If **rejected**, respond immediately thanking them for taking the time to respond to your request. You can even ask if they have any suggestions for someone who may be willing to assist you with your research. If **accepted**, respond immediately, answering any questions they have and thanking them for their willingness to work with you, or simply thanking them for sharing materials. A great place to start is by sharing your current research question to see if they feel it is too broad, narrow, etc. After you write your Hypothesis Assignment, you should send that to the person who agrees to be your advisor, and ask if they have any advice. Never put a time restriction on their response – simply ask that they respond at their convenience. See the sample emails below to help you craft your own draft.

Mrs. Galantino-Homer,

Thank you for agreeing to be my content expert this year. I am excited to be able to work with you, and hope to learn as much as I can about laminitis. So far, I have read many articles including: Deep Digital Flexor Tenotomy As a Treatment for Chronic Laminitis by Dr. Tim Eastman, "Equine Laminitis" by Robert A. Eustace, and "Treatment of Laminitis Being Studied" by Ralph E. Beadle.

While reading these articles I have come up with some questions, which include:

* Why does an imbalance in a horse's stomach or liver causes laminitis?
* What current treatments are there for horses with laminitis? I am also very interested in why a horse gets abscesses when it has laminitis. I would love any feedback or ideas and some suggested websites you could share. I am glad that you will be able to guide me his year.

Thanks,

IR Student Name

Professor Bennett:

Thank you for the phone conversation yesterday morning. I greatly enjoyed speaking with you about my topic and am eager to collaborate with you on my research. Yesterday you mentioned that you would like to know what assignments I will be sending to you for feedback. Attached to this email is a copy of the syllabus for my course. Highlighted in bright blue are the assignments that I will definitely send to you for review. If I come across anything else I'd like for you to look at, I will do my best to tell you in advance that it is coming.

I'm interested in receiving the sources you mentioned in our conversation yesterday. Please feel free to send me any contacts, websites, books, articles, and resources at your earliest convenience. Thank you and have a nice day. I look forward to working with you this year!

IR Student Name