# AI Usage Permission Email Guide (for student use)

Not sure how to ask your instructor about using AI tools like ChatGPT or Grammarly? You’re not alone. Some courses allow limited or open use of AI, while others may not allow it at all. If your instructor hasn’t clearly stated their policy—or you’re unsure what’s allowed—it’s always a good idea to ask. Below is a sample email you can follow, along with a fill-in-the-blank template you can use to write your own message.

## Sample Email-What It Looks Like in Practice

This is an example of a respectful, well-written message a student might send to an instructor to ask about AI use. You can use it as a model or copy the tone and structure.

**Subject:** Clarification on AI Tool Use for Our Course

Dear Professor Gomez,

I hope you're doing well. I wanted to ask about the use of AI tools in our course, [Course Name], especially for assignments like [e.g., weekly reflections or discussion posts]. I’m considering using a tool like [ChatGPT / Grammarly / another AI tool] to help me [e.g., brainstorm ideas / review grammar], but I want to make sure this aligns with your expectations.

I understand that different instructors have different guidelines for AI use, and I want to be respectful of your policy. I didn’t see a clear statement in the syllabus, so I thought I’d check with you directly.

If AI tools are permitted, I’m happy to cite or document their use however you require. Please let me know what’s allowed and how I should proceed.

Thank you for your time and guidance.

Sincerely,  
[Your Full Name]  
[Course Name and Section]

## Template Email – Fill it Out Yourself

Use this version to write your own email. Just fill in the blanks with your information and send it to your instructor. This helps ensure you're being proactive and respectful in how you approach AI use in your course.

**Subject:** [Your Subject – e.g., “Question about AI Use for [Course Name]”]

Dear Professor [Last Name],

I hope you're doing well. I have a question about using AI tools in [Course Name]. I’d like to use [Name of AI tool] to [brief explanation of how you want to use it], but I want to make sure this is allowed in your course.

I didn’t see specific guidance in the syllabus, so I wanted to check with you before moving forward. If AI use is permitted, I’m happy to follow any rules or citation requirements you set.

Thank you for your help!

Best,  
[Your Full Name]  
[Course Name and Section or CRN]