

*Hello Professor [name],*

*My name is [chosen name] and I am enrolled in your [class name and section] on [day of week and time] this coming semester. I'm a [transgender/nonbinary/whatever identity term you use] person and have not yet legally changed my name. My name may appear on your roster as [legal name], but I would greatly appreciate it if you would refer to me by, [chosen name] and [pronouns] gender pronouns.*

*Please don't hesitate to reach out to me if you have any questions.*

*I'm excited to be taking your class this semester! Thank you for your support.*

*See you soon!*