

Dear Professor _____,

My name is _____, and I will be attending your _____ course on _____ at _____ . I am transgender and have not yet legally changed my name. On your roster is my legal name, _____. I would greatly appreciate it if you refer to me as _____ and use _____ when referring to me. Thank you for your understanding, and I look forward to starting your course .

Sincerely,
