Dear Professor [insert last name],

My name is [insert your preferred name] and I am a student in your [insert class name/number and meeting time] this semester. I am also a student in the Honors Program, and to earn credits towards my graduation with Honors, I need to complete several Honors Contracts. Contracts are a way for me to enhance the content of courses I already need for my degree by adding a small amount of defined additional work. You can read more about suggested course enhancements on the [Honors Contracts webpage](https://www.uvu.edu/honors/new.contracts.html).

Would you allow me to complete an Honors Contract for your course this term? If so, I would like to meet with you in your office to discuss the enhancements I’ve thought of and am eager to get your input on them before I complete the DocuSign form for my contract. In order to initiate that form, I will request your UV ID when we meet so that the form can be sent to your email for approval. Let me know if I should drop by your office hours or if you prefer we schedule an appointment.

If you have more questions about the Honors Contract process, please contact the Honors Director, Dr. Kate McPherson at kmcpherson@uvu.edu.

Sincerely,

[your name and UV ID]