Dear (Professor):

I am a student in your class this upcoming semester. I am writing to inform you before the beginning of the semester that I wish to be called by a preferred name rather than the one on the roster. As a trans* identified student, I would greatly appreciate it if instead of calling me by the name on the roster that you call me by this preferred name as it could compromise my safety and well-being to be called by my legal name. Being trans* identified means that my legal name does not match my outward gender expression. If you would like more information on the university’s policies towards trans* students, please visit trans.uncc.edu. I have included my legal name, my preferred name, and my student ID number to avoid any confusion. I thank you in advance for your understanding and cooperation.

Legal name:

Preferred name:

Student ID number:

Sincerely,

(Student)