Dear Professor [Last Name],

My name is [First and Last Name] and I am in your ENGCOMP 3 class. I am writing to ask about the due date for the midterm essay. The rubric says it is due on May 2, but the syllabus says it is due on May 4. Would you mind clarifying the correct due date?

Thank you for your time, and I look forward to your response.

Best,

[First and Last Name]
ID: 123456789
[Your Major], Class of [Your Graduation Year]
University of California, Los Angeles