Subject: Notification of preferred pronouns

Hello [LECTURER NAME],

My name is [NAME] and I am a student on the module [MODULE NAME].

I am just emailing to let you know that I am [GENDER IDENTITY] and go by a different name/pronoun than those on the university system and register.

I would appreciate it if you could use the pronouns [PRONOUNS] when referring to me in lectures and correspondences.

Thank you,

[NAME]