

# EMAIL TEMPLATE

## STUDENTS

### INFORMATIVE SUBJECT LINE

Be specific and direct.

{ **Subject:** Invitation to Speak at Environmental Workshop

### PERSONAL GREETING

If you know the person's name, address them directly using their first and last name. If you don't know their name, use "To whom it may concern."

{ Hello (name),

### SELF INTRODUCTION

State your name, year, major and school. Describe how you received the recipient's contact information.

{ My name is (insert name) and I am a junior at the University of Arizona in the School of Geography and Development and am in the program Students for Sustainability! I heard you speak at the general meeting for SFS and was really interested and empowered by the work you do.

### PROJECT INFORMATION

Explain the class/workshop/etc. and give a brief history of the project. Don't forget to explain to project's focus.

{ I am currently running an Environmental Workshop inside of the State Prison here in Tucson, This workshop started with a partnership between Compost Cats and the prison which focuses on many different aspects of environmentalism. This semester we're covering topics related to the Food System. I attached our syllabus on this email for your reference.

### STATE YOUR ASK

Explain why you are interested in this person/community partner coming to present. Also include why it would be relevant for them. Identify the specific date, time, location, and commitment level.

{ I was wondering if you would be available to present at our workshop to talk about the IPCC report that you shared at our SFS meeting as well as other insights from your experience in the field. We are hoping you could join us on **November 30th**. The workshop runs from **9am-11am**, but we usually get there around 8:45 to get through security.

### CALL TO ACTION

Close with what you would like them to do.

{ Please let me know if you have any questions and if you would like to participate in this workshop! We would really love to hear your experience and work with you on this presentation!

Thank you,

(insert name)

### FORMAL SIGN-OFF

Remind them of who you are, where you're from, and how to contact you.

{ Student  
School of Geography and Development  
The University of Arizona  
  
(XXX)XXX-XXXX  
name@email.arizona.edu  
linkedin.com/in/



THE UNIVERSITY OF ARIZONA

Student Engagement  
& Career Development