**Purpose:** This email serves as an introduction to the alumni counselor and the AF alumni program to campus support services

* It is best to send this email 2-3 weeks before a planned visit.
* If the contact is recommended by another campus official, current student or graduate of that college/university, the recommender should be noted in the email.
* The Alumni Program PDF should be attached to the email (and possibly the AF school profile) in order to give the contact an additional opportunity to learn about AF.

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Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I hope this email finds you well! **I am writing to introduce the alumni program that supports graduates from Achievement First, one of whom is joining the Class of 2017 on your campus this fall**. Our program works closely with our graduates and their families to support their college success, and I know that your office is also directly tied to that work, so I’m eager to work together in the coming years!

My role as the Alumni Counselor at Achievement First \_\_\_\_\_\_\_ HS is to support our graduates in order to ensure that they are taking advantage of resources on their campuses and finding academic success – ultimately all in the name of ensuring on-time graduation from college! One key aspect of our alumni program is to visit students on their college campuses, and to build relationships with college officials in order to facilitate support for our alumni.

I am writing at the recommendation of \_\_\_\_\_\_\_\_\_\_, <insert context; specific names>. We currently have one graduate from the AF \_\_\_\_\_\_HS Class of 2013, <insert student first student last>, who is a first year student at <insert campus name> this fall.

I currently am planning to visit <insert campus name> on <insert Day, Month, Date> and would love to sit down with you to learn more about student support services on your campus, **specifically for first generation students**. Do you have any availability that <insert general time range you are aiming for>? Please let me know and I’ll email you to confirm, as well as touch base 2-3 days before our meeting.

Additionally, **do you have any recommendations for other individuals or offices on campus who would be ideal for me to meet with during my time on campus?**

Thanks very much for your support of our AF alumni as they work towards being the first in their family to graduate from college.

Alumni Counselor name

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**Email signature here**