**Purpose:** This email serves as an introduction to the alumni counselor and AF AHS alumni program, as well as to set up the on-campus visit meeting.

* Campus visit meetings should be scheduled 2-3 weeks in advance.
* 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.

--

Dear Christina,

I hope this email finds you well! **I am writing to introduce myself, and to see if you are available to meet with me during my upcoming visit to Holy Cross**. My role as the Alumni Counselor at Achievement First Amistad 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 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 Kelly Garcia, a current Holy Cross sophomore who is a former high school student of a colleague of mine (Kelly had wonderful things to say about all the support you’ve offered!). We currently have one graduate from the AF AHS Class of 2012, Kevin Torres, who is a first year student at Holy Cross this fall..

My visit to Holy Cross is currently scheduled for Wednesday, October 17th. **Are you available to meet with me for approximately 30 minutes on the 17th?** I will be arriving on campus by 11:30 am, and am happy to work around your schedule.

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?**

Thank you,

Kathryn Gallagher

**\_\_\_**

**Kathryn E. Gallagher**

*Alumni Counselor*

Achievement First Amistad High School

49 Prince Street | New Haven, CT 06519
P: 203.772.1092 x13643| M: 203.499.9195| F: 203.772.178