Invite to Visit email– SAMPLE

All words highlighted in yellow need to be revised to meet school-specific needs

Subject Line: An invitation to visit Amistad High School (response kindly requested)

Good Morning **<NAME>**,

I hope that you are enjoying the summer!  Before we know it, summer will end and we will be back in the hustle and bustle of application season.  We are enjoying the relative calm of summer here in New Haven and many rising seniors have been in with their families to discuss their futures – we hope you are also having a productive summer!J

We just concluded our 6th school year at Achievement First Amistad High School and we remain steadfast in our commitment to closing the achievement gap.  At AFAHS, 99% of our scholars are African American and Hispanic and 72% qualify for free/reduced lunch.  I am excited to report:

* 100% of the Class of 2012 was accepted to four-year colleges and universities and will be matriculating in a few weeks (some have already spent several weeks this summer on their new college campuses)
* 84% of our alumni from the Class of 2010 and 2011 are still enrolled in college.
* 33% of the Class of 2013 earned a 3 or higher on the AP US History exam.
* The Class of 2013 has an average combined CR + M SAT score of 1028, higher than the 2011 average for African American, Mexican/Mexican-American, and Puerto Rican college bound seniors.

I’d love to have you meet the Class of 2013 this fall! Please review your schedule and let me know a convenient date and time for you to visit our school.  We will continue to host admissions representatives Monday – Thursday between the hours of 7:40 A.M. – 4:05 P.M.  During your visit, you should plan to meet our junior & senior scholars, tour our school, visit a class, and briefly chat with me and/or our alumni counselor, Kathryn Gallagher.  Email is the best way to coordinate the visit but please feel free to contact me via phone at the number listed below.

Thanks so much for your continued support of our students as we work together to close the achievement gap.  **<if we have scholars enrolling this fall please add>** We are so excited that NAME, NAME and Sakirah Epps will join your class of 2016.

Sincerely yours,

Emery

Director of College Counseling

**Achievement First: Amistad High School** (Note: Our name has changed.)

49 Prince Street

New Haven, CT 06519

(203)772-1092 ext. 13606

(203)772-1784 fax