
SCHEDULING MEETING - EMAIL TEMPLATE

CHAPTER LEADERSHIP ENDOWMENTS

EMAIL TEMPLATE

Hi [alumni name],

My name is [your name], and I'm a fellow SigEp from [university], class of [##]. I've been reaching out to other brothers on behalf of the chapter to let them know what the chapter has been up to lately.

[Short 2-3 sentences about the chapter's past few years]

I'd love to meet with you sometime soon to grab coffee and hear what you've been up to. The alumni have been working hard to help the brothers be successful, and it'd be great to share some of that work with you. I'm in the [your/alumni's city] area and could meet with you anytime in the next few weeks.

Looking forward to hearing from you soon, brother!

Fraternally,
[your name]

EMAIL EXAMPLE

Hi Adam

This is Kevin Knudson, Nebraska Alpha SigEp class of 2012. I've been reaching out to other guys that were in the chapter around my time on behalf of the chapter to let them know what the chapter has been up to lately.

The actives have really been kicking butt and the chapter is over 120 guys right now. They've been top in grades and intramurals the past couple of years and added an 8th consecutive Buc Cup at the 2017 Conclave.

I'd love to meet with you sometime soon to grab coffee and hear what you've been up to. The alumni have been working hard to help the brothers be successful, and it'd be great to share some of that work with you.

Looking forward to hearing from you soon, brother!

Fraternally,
Kevin K