**Purpose:** This email serves as an introduction to the alumni counselor and the AF alumni program before the AF alumnus matriculates on campus

* It is best to send this email in June as most colleges are out at that time, but campus officials are still around and have a bit more time to connect
* 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.

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**. The majority of our graduates are the first in their family to attend college, and therefore will likely need additional supports on campus as they navigate college.

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’d love to stay in touch this coming school year in order to support <insert student name(s)>. Once I have my visit schedule arranged, I will also be in touch to schedule an in-person meeting with you and our alumni.

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 time and consideration. I look forward to working with you in the coming years!

Sincerely,

Alumni Counselor name