**EXAMPLE EMAIL**

**ASKING A FRIEND/CLASSMATE/ALUMNI FOR HELP AT THE PLANING STAGE**

EXAMPLE

Dear <FIRST NAME>,

Saint Mary-of-the-Woods College Alumni Board is excited to invite you to participate in Celebrating Service. This joint project between the College and the Sisters of Providence, encourages us to serve our communities throughout the year in the spirit of Saint Mother Theodore Guerin.

Over the last several years our alums have participated in service projects in their local communities around the globe.

We are hopeful that this year you will join us.

To this end, I would like to plan a service event in <CITY/REGION> that focuses on including the Woods Online/MLD Community…and you, being an award-winning graduate of BOTH programs, were my first thought of a partner for this venture… <THIS PORTION WOULD BE PERSONAL AND SPECIFIC TO THE ALUMNI YOU ARE ADDRESSING>

Would you have time yet this week to discuss this? Would LOVE to talk to you, or see you!

<YOUR NAME, SMWC ‘CLASS YEAR>