

Outreach email template

Use this template as a starting point for sending a first email to a decision-maker. You can replace the placeholders in brackets with your own information. Feel free to edit the template to sound more like you.

Dear [decision-maker name],

My name is [your name] and I am [insert your connection to the decision-maker]. I am reaching out about [summarize your issue in 1 sentence].

[Paragraph with more detail about the issue, including any evidence to back up your argument]

[Paragraph with information about how the issue is impacting you, potentially including a personal story to show the human impact]

I would very much like to work with you to resolve this issue. To that end, I would like to request [insert your request: a meeting with the decision-maker, an action you would like the decision-maker to take, etc.]. My hope is that this can take place [insert a realistic timeline].

Thank you for the opportunity to share my perspective. I look forward to your response.

Sincerely,

[Your name]

[Your contact information]

Follow-up email template

Use this template as a starting point for sending follow-up emails. You can replace the placeholders in brackets with your own information. Feel free to edit the template to sound more like you.

Dear [decision-maker name],

I hope you're doing well. I understand you must be very busy. I wanted to follow up about my [email/letter] from [timing of your original message]. As I mentioned, there are some issues with [summarize your issue in 1-2 sentences].

I am very much hoping we can work together on a resolution to this issue and look forward to hearing from you.

Thank you,

[Your name]