

Course Project Resource: Email Template and Phone Script

Email Template

Subject line: Valdosta State University Student Inquiry

Dear _____ [look up and use the actual name of a person at the organization]

My name is _____ [insert your first and last name] and I am a student at Valdosta State University. As part of the First Year Seminar: Wicked Problems course I'm taking, we are researching the problem of food insecurity in our community. I would like to know if you might be willing to tell me more about _____ [explain what you would like to know.]

Thank you very much for your time. I really appreciate the contribution that _____ [name of organization] makes to our community. You really make a difference in many people's lives.

Sincerely,

[write your full name]

[provide your cell phone number]

Phone Script

Hi, my name is _____ [state your first name] and I'm a student at Valdosta State University. For my First Year Seminar course, I'm working on a project about food insecurity in our community. I was wondering if you could _____ [make your request for information or make an appointment to speak in person.]

Thank you very much! I appreciate your time today.
Good bye.