

Sample Letter/Email to a College

Please copy/paste the below text into a Word document or an email to personalize it.

Hello <Insert Name>,

I'm writing on behalf of the Boys & Girls Clubs program at <Insert School District/Name> and would love to schedule a College Visit for <Insert # of Participants> of my <Insert Grade Level> students and their families to <Insert College/University.> We were hoping to schedule a visit in about 8-12 weeks.

Is this something that you are interested in hosting for our student group? If not, is there another person or office that you'd suggest I contact, or another time of the year that works better?

I'm more than happy to talk with you by phone to answer more questions about Boys & Girls Club, the student group, and ideas for a college visit to your campus. Feel free to reach me at <Insert phone number.> Below is additional information about the Boy & Girls Club and the potential college visit.

About Boys & Girls Clubs

<Insert Club Name > works to save and change the lives of children and teens, especially those who need us most, by providing a safe, positive and engaging environment and programs that prepare and inspire them to achieve Great Futures. For more info visit: <Insert Boys & Girls Club website here> Potential BOY & GIRLS CLUBS College Visit Agenda & Sessions.

If possible, we are looking for a college visit that could be more than a campus tour and last from about 9:00 a.m. to 2:00 p.m. Below are some ideas of offices, student groups, professors, or departments that could be involved. Our goal is for Boys & Girls Club college visits to be intentional, informative, inspiring and interactive – we welcome creative ideas!

- Admissions and Financial Aid Overview
- Student Group Demo/Performance
- Undergraduate Student Panel
- Campus Tour
- Lunch in a Dining Hall
- Mock Classroom Experience with a Professor
- Visit to a Specialty Center or Lab
- Academic Advising and Career Services
- Mentoring/Support Programs
- Multicultural Student Affairs
- Study Abroad

We are excited for an opportunity to visit your campus!

Thank you,

<Insert Name, Title, Club, Contact Info>