**Email Template Example**

***\*\*Make sure to include the alumni’s name and YOUR name in the email that you send.***

Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

My name is \_\_\_\_\_\_\_\_\_\_ and I am a member of the Blue Valley North baseball team. I hope this email finds you well. I am contacting you because we are trying to reach out and make contact with former members of the program. Our hope is to gather contact info and share ways that you can keep up with things going on within our baseball program. We are excited for this upcoming spring and the future of the program. We would love to start doing a better job of keeping former Mustangs in the loop and maybe get you out to a game in the spring.

Below is a link to the baseball website where you will find an “Alumni Contact Form” that you can click on, fill out and submit. We’d really appreciate it if you did this for us.

Thanks a lot and have a great Holiday Season. Follow us on Twitter at: @bvnbaseball1

Go Mustangs,

Peter Kramer, Class of 2018

<https://jbpittenger.wixsite.com/website>