

Here's a template email you can use when you send classroom pitch invitations to professors. Be sure to revise the highlighted information before you send the email.

When finished, be sure to remove the metadata before you copy and paste this message into an email. For instructions on how to do that, read this article:

www.patrickgreenough.com/technology/how-to-remove-metadata-when-you-copy-paste

Dear [Prefix. Last name of instructor or professor],

I hope this message finds you well. I really enjoyed your course on [subject]. Your lectures were both insightful and entertaining, and I look forward to applying this knowledge to my professional endeavors.

I am contacting you to see if you would be willing to do something for me. I am the [title] of a new student organization here on campus called, [name of organization]. This organization is valuable to students in that [reason why it is valuable to students]. In an effort to build awareness of my organization, I am scheduling brief 5-minute classroom presentations in select classes during the first two weeks of school this coming semester. Would you be willing to allow me to share a few words about my organization with your students during that time?

Thank you in advance for your consideration. I look forward to hearing from you.

Regards,

[Your full name]