

Greetings (name of prospect),

I hope this email finds you well.

You may have received a voice mail from us regarding a partnership opportunity with (insert school name) and the NYC Department of Education. (insert school name) prides itself on its ability to offer our students quality work-based learning activities. Due to COVID19 our students have transitioned their academic and CTE learning to a remote space.

I am reaching out to industry leaders like yourself to discuss the benefits related to partnering with our school to host students in a remote internship. I am excited to share that our students continue to demonstrate enthusiasm for the field of (insert industry). The remote internship is a no-cost, subsidized program. I am speaking with organizations like yours that we believe could really benefit from getting a youth perspective on current issues. I would love to get on your calendar for 15 minutes of your time.

Could you confirm if you are available for a virtual meeting on _____(day) @ _____am or _____pm so I can introduce you to this great opportunity to connect with youth?

Thank you in advance for your time, and we are looking forward to a fruitful partnership!

(Add signature)