

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 virtual space. However, their enthusiasm for the field of (insert industry) continues.

I am reaching out to industry leaders like yourself to discuss the benefits related to partnering with our school to host students in remote work-based learning activities. Virtual work-based learning activities include virtual career days, guest speaking events, informational interviews and other career exploration activities.

We welcome your industry insight through participation in the design and implementation of our work-based learning program. 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)