# **EMAIL TEMPLATE GUIDE:** FROM UW DEPARTMENT TO HISTORICALLY UNDERREPRESENTED GRADUATE STUDENTS FROM DIVERSE PERSPECTIVES AND EXPERIENCEES **REGARDING THE NATIONAL NAME EXCHANGE**

Dear **[student]**,

This is **[name]** from **[department name]** at the University of Washington. We are contacting you because of your participation in the [National Name Exchange (NNE)](https://cgsnet.org/data-insights/diversity-equity-inclusiveness/national-name-exchange/), which is managed and coordinated by the Council of Graduate Schools (CGS).

Based on your interests, we wanted to highlight the opportunities available in **[department name]**, where we are committed to diversity, equity and inclusion as well as the highest quality educational experience possible for our students

In **[department name]**, we specialize in: **[list a few department specialties that correspond with student’s NNE academic profile]**.

**[See supplemental information and suggestions below]**

Thank you for your interest in **[department name]** at UW. I look forward to speaking with you soon about the opportunities here.

Please feel free to contact me either by phone at **[XXX-XXX-XXXX]** or by email at **[email address]**.

**[Closing]**

**SUPPLEMENTAL INFORMATION AND SUGGESTIONS**

**If relevant to student’s interests, you might share**

Tip: ask your Marketing and Communications team for any recent stories!

* One of the recent developments in your department
* Faculty achievements
* How graduate students from diverse perspectives and experiences succeed in your department

**For more information**

* Department’s website
* [GSEE’S website](https://grad.uw.edu/equity-justice/gsee-graduate-student-equity-excellence/)