**Sample Email to Schedule Site Visit**

TO: *Type the email of your organization’s contact person here.*

CC: *Copy the message to Mr. Soeder at* [*soederm@perry-lake.org*](mailto:soederm@perry-lake.org) *and Mrs. Trentanelli at* [*trentanellia@perry-lake.org*](mailto:trentanellia@perry-lake.org)*. You should also CC the other members of yoru group who will be conducting the site visit with you.* ***This is how you will earn credit for this assignment, so please be sure to include everyone on your message.***

SUBJECT: Perry High School students requesting site visit

Dear *insert contact name here,*

Thank you for participating in the Perry Service Learning Student Philanthropy Program. This email is to inform you that your completed grant application has been received. In addition to learning about your organization from the information you provided on the grant application, we would like to conduct a 30-40 minute site visit to see firsthand how your organization impacts the community.

Your agency will be visited by *insert student name #1 here*, *insert student name #2 here*, and *insert student name #3 here*. If possible, we would like to visit on one of the following days/times:

* *Insert day*, *insert date*, at *insert time* or
* *Insert day*, *insert date*, at *insert time* or
* *Insert day*, *insert date*, at *insert time*.

Please let us know if any of the aforementioned days/times work for you. If you would like to propose an alternative day/time, please let us know as soon as possible.

We are hopeful that visiting your organization will help us to better see not only where our money may be invested, but the people whose lives will be affected by our decision.

Thanks for your consideration,

*Insert student name #1*Email: *Insert email address for student #1*Phone:  *Insert cell phone # for student #1*

*Insert student name #2*Email: *Insert email address for student #2*Phone:  *Insert cell phone # for student #2*

*Insert student name #3*Email: *Insert email address for student #3*Phone:  *Insert cell phone # for student #3*