**Sample B**

**Senior Outreach Project Email**

Tommy,

I hope that this message finds you well and happy.

One of my favorite assignments at the HSU Advising Center is to reach out and support students that are nearing the completion of their degree. I’d welcome the opportunity to guide you through the remaining steps to receiving your diploma, and to lend a hand in planning the next steps to achieving your academic, career, and life goals. Because of your hard work and dedication, you certainly have opened up many new options and opportunities…I’d like to explore them with you.

 Please call the Advising Center (826-5224,) my direct line (826-6204,) or by return email to set aside time for us…it would be great to meet before the summer break.

Am looking forward to meeting with you soon.

 Take care,

 Chris

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Chris DeHart, Academic Advisor

Humboldt State University Advising Center

[(707) 826-6204](tel:%28707%29%20826-6204)