From Email address:

Subject:

Send Timeline: Example 11/15-12/15 each Monday, Wednesday and Friday

Dear [FirstName],

[InstitutionName] would like to hear from you.

At the beginning of your first term, you completed a questionnaire that suggested how we could be most helpful to you. Now that you (*are completing or have just completed*) your first term of college, we want to continue this support. To help us identify your current needs and interests, we would like you to take a few minutes to complete a short follow-up questionnaire.

Use the link below to access the **Mid-Year Student Assessment** online.

[StudentSurveyLink]

Your responses to this questionnaire will allow us to connect you with services that can help you realize your goals. Thank you for completing the questionnaire **as soon as possible**.

Best wishes as you begin a new term!