

**EMAIL 1**

Dear \_\_\_\_\_,

Greetings from Santa Clara! My name is Scott Kleinheksel, a recent addition to the Bronco family serving as Director of Development for the Northeast. In my role I partner with alumni who might find it personally meaningful to be more involved with the university as donors.

I will be traveling to Washington DC next month and wondered if you are available for lunch or coffee one day. We could discuss your Santa Clara experience and your journey since graduation. If you are open to it, I would also be interested to discuss potential philanthropic support of the university.

My trip to DC will be the week of Feb 23-28. Might there be a few dates/times that you could propose for us to meet while I am in town?

Best,

Scott Kleinheksel

<https://www.linkedin.com/in/scottkleinheksel/>

**EMAIL 2**

Hello \_\_\_\_\_,

Next month I will be traveling to the DC area to meet with alumni like you. I wanted to be in touch to see if we could schedule a brief meeting to learn about your relationship with SCU. I make no assumptions on how you might want to be involved with Santa Clara; hopefully a conversation together could explore those possibilities.

My schedule is open the afternoons of Weds 2/26 and Friday 2/28. I will be staying in Bethesda with a rental car and easy Metro access. Might we be able to meet in a convenient location for you either of those days?

I know that email is not everyone's preferred communication method, so I will follow-up this meeting request next week by phone and text message.

Best,

Scott

### EMAIL 3

Hello Margaret,

My schedule has solidified a bit since I last emailed, so I wanted to be in touch again to see if we could meet for 30mins later this month when I'm in Washington DC. I will be staying in Bethesda with alumni meetings in DC and northern Virginia. It would be my pleasure to treat you to an afternoon coffee/tea or pastry to discuss your Santa Clara experience and current happenings from campus. Right now the following windows are open in my schedule:

- Weds 2/26 between 1:00 - 4:30 p.m. (morning might also be an option)
- Thurs 2/27 between 3:30 - 6:00 p.m.
- Friday 2/28 between 2:00 - 5:00 p.m.

Will we be able to meet together that week?

Best,

Scott

P.S. My conversations with alumni normally involve the university's strategic plan, [Impact 2030](#), which includes a variety of philanthropic opportunities for interested alumni.