



EMAIL SCRIPT to UNDERREPRESENTED MINORITY (URM) STUDENT from UW DEPARTMENT REGARDING THE *NATIONAL NAME EXCHANGE (NNE)*.

Dear [student],

This is [name] from the department of [department name] at the University of Washington. We are contacting you because of your participation in the *National Name Exchange (NNE)*, which is managed and coordinated by the University of Washington.

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

- advanced training toward graduate degrees
- a resource-rich, collaborative environment
- discovery and innovation
- a cross-disciplinary experience
- active pursuit of students' varied interests

In the department of [department name], we specialize in [list several department specialties]. One of the recent developments in our department is [feature recent development]. Moreover, our faculty [highlight some faculty achievement, and how graduate students in your department succeed].

We know that you have a wide selection of great graduate programs across the country to choose from, and hope that you find our department a good fit for your needs. Please feel free to contact me either by phone at [phone number] or by email at [provide email address].

For more information, visit our website at [provide website]. For information related to our colleagues at the Graduate Opportunities & Minority Achievement Program (GO-MAP), visit <http://grad.uw.edu/diversity/go-map/>.

Thank you for your interest in the department of [department name] at the University of Washington. We look forward to speaking with you soon about the opportunities here in Seattle.

Warm regards,
Name Title Department

NOTE: When applicable, you might want to mention to students that summer research experiences are available as well. You can refer students to the UW Undergraduate Research Program office at: <http://www.washington.edu/research/urp/>