# **EMAIL SCRIPT GUIDE: FROM UW DEPARTMENT TO UNDERREPRESENTED MINORITY (URM) STUDENT REGARDING THE NATIONAL NAME EXCHANGE**

Dear **[student]**,

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

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

In **[department name]**, we specialize in: **[list a few department specialties that correspond with student’s NNE academic profile]**.

**[See supplemental information and suggestions below]**

Thank you for your interest in **[department name]** at UW. I look forward to speaking with you soon about the opportunities here.

Please feel free to contact me either by phone at **[XXX-XXX-XXXX]** or by email at **[email address]**.

**[Closing]**

**SUPPLEMENTAL INFORMATION AND SUGGESTIONS**

**If relevant to student’s interests, you might share**

Tip: ask your Marketing and Communications team for any recent stories!

* One of the recent developments in your department
* Faculty achievements
* How URM graduate students in your department succeed

**For more information**

Department’s website

GO-MAP’s website at [grad.uw.edu/diversity/go-map/](http://grad.uw.edu/diversity/go-map/)

**Note**

When applicable, you might want to mention to students that [summer research experiences](https://www.washington.edu/undergradresearch/summer/) are available as well.