

Email Guidelines:

Standard College Email

Dear Mr./Mrs./Ms./Dr. _____,

Hi! My name is _____ **(First)** _____ **(Last)**, and I am a current **junior/senior** at _____ **(Name of High School)** in Charlotte, North Carolina. **Describe interests and what you're looking for in a school.** In my college search I came across _____ **(College/Program)** and feel like it aligns perfectly with these interests. I am scheduled to visit _____ **(Name of College)** on _____ **(Date)** and was hoping that I could meet with you while on campus to discuss _____ **(College/Program)** in more detail. Let me know if this is possible. I look forward to talking with you soon.

Sincerely,
First & Last Name