**NOTE:** Reply to the introductory email sent and attach the information brochure!

Hi [contact name],

I am just following up on the previous email I sent you [number of weeks ago]. I have attached an information brochure about the program if you would like to learn more.

Would you be willing to set up a time to meet during [proposed time frame]? I only ask for 30 minutes of your time.

Again, thank you for your time and consideration.

Kindest Regards,

[name]

[email address]

[project center website] //*if applicable*

<https://www.wpi.edu/project-based-learning/project-based-education/interactive-qualifying-project>

**Example:**

Hi Contact Name,

I am just following up on the previous email I sent you one week ago. I have attached an information brochure about the program if you would like to learn more.

Would you be willing to set up a time to meet during the week of the 27th? I only ask for 30 minutes of your time.

Again, thank you for your time and consideration.

Kindest Regards,

Name

name@wpi.edu

<https://pragueprojectcenter.org>

<https://www.wpi.edu/project-based-learning/project-based-education/interactive-qualifying-project>