

Alumni Outreach Email

Subject: Exclusive Opportunity: [insert course name] Certification Training

Dear [Alumni Office Contact Name],

My name is [Your Name], and I'm [Your Position, e.g., President] of the **IISE student chapter** at [University Name].

Our chapter is hosting **[insert course name]**, an industry-recognized certification program in continuous improvement, analytics, and leadership. This training provides alumni with practical skills to advance their careers — at a **significantly lower cost** than similar programs elsewhere.

Course Details:

Dates: [insert date(s)]

Location: [insert location]

Fee: [insert cost]

Registration Link: [insert link]

We'd greatly appreciate your help sharing this opportunity with our alumni network. Attached is a flyer and registration information for convenience.

Thank you for helping us connect alumni with this valuable professional development program!

Best regards,

[Your Name]

[Your Position – IISE [University Name] Chapter]

[Your Email Address]

[Your Phone Number (optional)]