

Class Announcement Request

Subject: Quick 3-Minute Class Announcement Request

Dear [Professor/Dr. Last Name],

I hope you're doing well! I'm **[Your Name]** with the IISE student chapter at [University Name]. Our chapter is hosting an upcoming [insert course name] certification training, and I'd love to take 3 minutes before your class to share details with your students.

The training provides an internationally recognized certification and helps students build valuable professional skills. I'll keep it brief and provide a flyer or QR code for more information.

Thank you for considering this request!

Best,

[Your Name]

[Your Position, e.g., President – IISE [University Name] Chapter]

[Your Email Address]