



Email templates available for the Initial Ask, Following Up and saying Thank You!

## INITIAL ASK

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**Subject:**

Meeting Request

**Email:**

Hi **[FIRST NAME]**,

My name is **[your name]** and I'm a 2nd year student at **[SCHOOL]** studying **[PROGRAM]**.

I am contacting you because I would like to get your feedback on an idea I have had about **[TOPIC]**.

I'm participating in an innovation challenge called [The ASPIRE Challenge](#), where I have to identify an opportunity for innovation in my community and create a solution.

The problem I have chosen to address is **[THE PROBLEM YOU'RE SOLVING]**. I've considered **[YOUR SOLUTION]** to solve this problem.

I am required to get feedback from an expert before I submit my application. I'm reaching out to you because **[WHY YOU CHOSE THIS PERSON SPECIFICALLY]**. I believe you would be able to provide valuable feedback for my idea.

Would you be available for a 30-minute coffee or phone call in the next 2 weeks, please?

I understand you must be busy, to confirm that you wouldn't need to prepare anything for the meeting. I would really value the opportunity to share my idea in more detail and get your thoughts.

Thank you in advance,

**[YOUR NAME]**

**Example:**

Hi Kathy,

My name is Bailey Parnell and I'm a 2nd year student at Queens University studying Computer Science.

I am contacting you because I would like to get your feedback on an idea I have had about encouraging children to read.

I'm participating in an innovation challenge called [The ASPIRE Challenge](#), where I have to identify an opportunity for innovation in my community and create a solution.



A S P I R E

The problem I have chosen to address is the lack of access children have to books in my community. I've considered developing a child friendly reading app to solve this problem.

I am required to get feedback from an expert before I submit my application. I'm reaching out to you because you have worked in technology at various Toronto libraries. I believe you would be able to provide valuable feedback for my idea.

Would you be available for a 30-minute coffee or phone call in the next 2 weeks, please?

I understand you must be busy, to confirm that you wouldn't need to prepare anything for the meeting. I would really value the opportunity to share my idea in more detail and get your thoughts.

Thank you in advance,

Bailey Parnell

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#### **FOLLOWING UP - IF NO RESPONSE TO INITIAL ASK FOR 7 DAYS**

**Subject:**

Meeting Request

**Body/Example:**

Hi **[First name]**,

I am following up on my email below requesting a meeting to discuss my innovation idea for The ASPIRE Challenge.

I appreciate that it's a busy time and am able to be flexible to accommodate your schedule. If you are unable to meet, but can recommend a colleague or contact who might be available, I would also be very grateful.

Thank you in advance,

**[Your name]**



## FOLLOWING UP AFTER THE INTERVIEW

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**Subject:**

Thank You

**Body:**

Hi **[First name]**,

It was such a pleasure meeting with you **[today or yesterday]**. Thank you so much for taking the time to provide me with feedback on my ideas for The ASPIRE Challenge. Your insights and experience were extremely valuable, particularly regarding **[something specific they talked about]**. I will definitely use that to inform my application.

I am also going to look into **[confirm you will follow through on something they recommended]** and as promised, here's a link to **[if you said you would send them anything]**. Hope you find it interesting!

I look forward to staying in touch and I hope to report back with good news about the program!

Have a wonderful weekend.

Thanks,  
**[Your name]**

**Example:**

Hi Kathy,

It was such a pleasure meeting with you today. Thank you so much for taking the time to provide me with feedback on my ideas for The ASPIRE Challenge. Your insights and experience were extremely valuable, particularly regarding how technology can support children to choose books that interest them. I will definitely use that to inform my application.

I am also going to look into the Canadian Investor site you mentioned and as promised, here's [a link to the article](#) I mentioned about ice fishing. Hope you find it interesting!

I look forward to staying in touch, and I hope to report back with good news about The ASPIRE Challenge!

Thanks again,

Bailey