

Reaching out to community groups – a template for first contact

Dear [outreach/meetings contact]:

[Begin with why your topic would be of interest to this group, e.g., “research into hurricane behavior can help businesses and homeowners better secure their homes from the effects of powerful wind”. My name is [X], and I am a [scientist studying this topic]. [Expand upon your topic’s relevance to this group, e.g.: “Because the consequences of climate change are long-ranging and affect a variety of communities, the more we understand about these processes, the better we can address [X,Y, or Z]” or, “Because your members backpack in the XX mountains, they might enjoy learning more about the geological characteristics of this area.”] Considering [the topic’s relevance/importance to the group or to the community at large], I would be very happy to come to your [group/center/organization/chapter] to give a presentation, or answer questions, on the topic.

[Mention your experience here, e.g.: “I have given several previous talks to public audiences, including one at the (local business association) and a discussion on backyard astronomy at (the something library).” Mention something about your schedule/availability here as well.]

[If you are a member of/visitor to this organization/center or if you have interests or experiences similar to those of the members, consider mentioning that here, e.g.: “I am a regular visitor to the Eco-Center and have attended and enjoyed several of your ‘Nature in Context’ programs” or “As a small-business owner myself, I recognize how important it is to keep informed of Z issues...”]

If you would be interested in having me give a talk/presentation or in discussing the possibility further, please let me know. I would be happy to talk with you about what would be most useful, engaging, and convenient for your [members/visitors/attendees].

Sincerely yours,

[Your name

Your affiliation(s)

Your contact information]