

## **SAMPLE TEXT FOR BOARD MEMBERS TO MAKE AN INTRODUCTION VIA E-MAIL**

Dear XX,

I was great to see you at \_\_\_\_\_ (*OR ANOTHER CONNECTION, ENJOYED WORKING WITH YOU ON THE XX COMMITTEE A FEW YEARS BACK*). I am also on the board of the Oklahoma Council on Economic Education (OCEE). OCEE promotes financial literacy and economic education in Oklahoma by training teachers to teach economic and financial concepts and also engaging students through competitions. They are working on several new programs to promote financial literacy including MoneyMoves with Jabee and Invest in Girls.

We would like to explore the possibility of partnering with the (*COMPANY OR ORGANIZATION*) to make a greater impact in Oklahoma. I would love to set up a meeting with you and Amy Lee (*or Sarah*) (our Executive Director) or Jennifer Wallis (our Board Chair) to share with you a bit more about what we do and how we do it. I have attached a couple of pieces which should provide a bit more background on OCEE in the meantime.

If you would be open to a meeting, let me know and I will put you in contact with Amy (or Sarah).

Best regards,

Board Member's Name