

Dear Colleague,

I'm happy to announce that [Organization Name] has renewed our **Higher Education User Group (HEUG)** Membership. My name is [Name] and I'm in [Department Name] department. I'm reaching out to share this resource with you because it has been greatly beneficial to me in my career and I believe that it could help your employees as well. The HEUG offers many resources from monthly webinars, open discussions on hot topics, file libraries, forums, events, job postings and more! The depths of information are endless, and it is my go-to place to find solutions.

As I was reviewing the member list from our organization, I noticed that many of our employees are not yet members. This is a **FREE** resource to employees, paid for by our organization and I think it's time to take advantage of the tools we've been provided. I've attached a flyer for you to share with your employees to help them join.

If you or your employees have more questions or simply would like to meet me for coffee (yes we can do this virtually 😊), please feel free to reach out at anytime!

Best wishes,

[Name]

[Title]

[Organization]

[Phone]

