Dear Colleague,

Many of you already know me, but for those of you that don't, my name is [Insert Name]. I've been with [Organization] for [number of years] years and I want to share something with you that has not only been a tremendous resource for me, but a tool that has helped shape my career both in skill and network. The **Higher Education User Group**, better known as the **HEUG**, offers many resources from monthly webinars, open discussions on hot topics, file libraries, forums, events, 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 you are not yet members. This is a **FREE** resource to you, paid for by our organization. If you are not a member, I strongly encourage you to join today!

How to join:

1) Go to www.HEUG.org
2) Select ***Become a Member***
3) Select ***Request a User Login***
4) Complete the form
5) Once approved, you will receive your login instructions via email

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

Best Wishes,

[Name]
[Title]
[Organization]
[Phone]