**Sample Introduction Letter/Email for Discovery**

Version 1: From board member

Dear \_\_\_\_\_

You may remember that I’ve served on the board of WXYZ for a number of years. It has been a wonderful opportunity to be of service and help WXYZ bring more truth and understanding into our community.

I’ll be calling in the next few days to set a time where we can meet. I want to tell you about the new plans that I’ve been working on with Susan Larousse, the General Manager at the station. I think you’ll find them absolutely thrilling and will be a real boon for our community.

I know you both have been distressed, like me, at the divisiveness and anger that we feel around us. I think that WXYZ’s new plans can make a real difference.

On this visit, I won’t be asking you for a gift, so not to worry. I hope that after hearing about the station you’ll want to learn more, but that is entirely up to you both.

I look forward to visiting with you and I’ll call to find a convenient time for us all.

Best wishes,

Kirk Songstad

Board Member

**Sample Introduction Letter/Email for Discovery**

Version 1: From major gift officer

Susie and Dean -

Thank you so much for your continued support of truthful, respectful, and necessary reporting! As a new staff member to WXYZ I’m just now getting the opportunity to meet with many of the partners in our mission and so I wanted to say thank you for your years of contributions.

I hope that we might have the opportunity to meet soon so I can share a bit more about our plans for this coming year and, if you both have the time, to give you a tour of the studio. And of course I’d like the opportunity to thank you in person and get to understand what programs and projects are personally important to you both.

I will call you this week to see if we can arrange for a good time to meet.

Thank you again for your thoughtfulness.

Sincerely,

Mary Southland