

First Follow-Up Email: What to Include

In the event that your mentee does not respond to your introductory email by the “reply back” date, there are a few steps to take: First, double check that you sent your introductory email to the right address. Second, send a follow-up email. This can be done by finding the introductory email in your sent folder, clicking “Reply” and entering the mentee’s email address. You may also change the subject line to, “FYC: **(Mentee first name)**, I haven’t heard from you!”

Altogether, the follow-up email should include:

- first name
- availability
- a “reply back” date by which the mentee must confirm their interest in FYC
- mentor cell phone number (if you are comfortable providing it)

First Follow-Up Email: Sample

Subject Line: FYC: **(Mentee first name)**, I haven’t heard from you!

Hi **(mentee first name)**,

My name is **(your first name)** and I am your First Year Connections mentor for the fall term! I sent you an email this past week to introduce myself and to set up a meeting with you! However, I have yet to hear back from you.

If you are still interested in participating in FYC, I would like to set up our first meeting as soon as possible! I am available on **(all dates and times at which you are available)**. Please let me know what date and time works best for you. Then we can arrange where to meet on campus.

Please let me know if you are still interested in meeting and participating in FYC by **(2 days after this email is sent)**. *OPTIONAL*: If you prefer, you can call me to arrange our first meeting at **(mentor cell phone number)** from **(times that work best, ideally during office hours and not past 9PM)**.

I hope to hear from you soon!

Thanks,

(Signature)

Final Follow-Up Email: What to Include

If your mentee has responded to neither the introductory nor the follow-up email, please do the following: 1) Contact your senior mentor and the Mentorship Coordinator to update them on the situation, and 2) send a final follow-up email. This can be done by finding the first follow-up email in your sent folder, clicking "Reply" and entering the mentee's email address. You may also change the subject line to, "FYC: (***Mentee first name***), do you still want to be part of FYC?"

The final follow-up email should include:

- your name
- a "reply back" date by which the mentee must confirm their interest in FYC
- mentor cell phone number (if you are comfortable providing it)
- a warning that, if you do not hear back, the mentee's spot in the program may be given to another student

Final Follow-Up Email: Sample

Subject Line: FYC: (***Mentee first name***), do you still want to be part of FYC?

Hi (***mentee first name***),

My name is (your first name) and I am your First Year Connections mentor for the fall term. I have sent you two emails hoping to set up a meeting, but I have received no reply.

If you are still interested in participating in First Year Connections, please email me by (***two days after this email is sent***). *OPTIONAL*: If you prefer, you can call me to discuss further at (***mentor cell phone number***) from (***times that work best, ideally during office hours and not past 9PM***).

If I do not hear from you by (***the specified date***), your spot in the program will be offered to another student on the waitlist.

That being said, if you still would like to participate please let me know as soon as possible so we can set up our first meeting!

I hope to hear from you soon,

(***Signature***)