

## eMail Templates

### Intro Email:

**Subject Line:** 3.5 GPA | RB/WR 4.35 40 | Class of 2020 | Akeem Shavers

**Body:**

Hey Coach (Name),

Congrats on getting your 100th win and also taking down a long-time rival!

My name is (Insert Name), and I'm a junior at high school, and I am interested in playing at Purdue University in 20XX.

Because of my versatility, I was able to contribute to almost every aspect of the game. This season I returned kicks and punts, averaged ten tackles a game, and averaged over 125 yards per game at running back.

Currently, I am in the middle of our season, hoping for a playoff run. I realized that academics play a significant role at Purdue University, so I have been keeping an eye on my grades and maintaining a 3.5 GPA.

I would love for an opportunity to join the Boilermaker family! I have included a link to my highlight film and attached my athletic resume for your review. Look forward to hearing from you!

Best regards,

Your Name

903.555.2424

[Highlight Film Link](#)

Follow-up eMail  
(Use as a reply with previous email at bottom)

Subject Line: Re: (Use subject line you created from the Subject Line Formula)

Body:

Hey Coach (Name),

I know you're super busy and things can get lost in the shuffle. I just wanted to make sure that you received my previous email, if not it's attached below.

Thanks for your time,

Your Name  
Phone Number  
Highlight Link

Update Email:

(Use this email when communication has been established)  
(Also be sure to attach your update or mention what's new in the email)

Subject Line:

Body:

Hi Coach (Name),

I just wanted to send you an update on how my season has been going, and what's new on my end.

{Insert relevant update here...}

Ex: Last week we won our game South Shore and I was named player of the week. Our next game is October 9th against Lafayette High which is 20 minutes away from the University of \_\_\_\_\_, I also included a link to my schedule below.

(You can also mention any relevant topic that fits, maybe you watched their game and noticed something, or maybe even congratulate them on the win, or sympathize with the loss.)

I was also wondering what I could do next to become a University of \_\_\_\_ student-athlete?

Thank you for your time and interest, I look forward to keeping in touch.

Best regards,

Your Name  
Phone Number  
Highlight Link

----- Things You Can Send an Update About -----

New Schedule	ACT/SAT Scores
GPA Increases	Accolades
Accomplishments	New Highlight film link

Camps You're Attending	Plans to Visit
Update Contact Info	Update Coaches Contact Info
Graduation Status	Etc.

“Not Interested” eMail

(Use this template if you're not interested in the school, or there are certain 'deal breakers' like major, distance from home, living arrangements, etc..)

Subject Line: N/A (You should be replying here)

Body:

Hey Coach (Name),

Thank you very much for showing interest in me, it is a great honor to be considered by your program. Unfortunately, (insert deal breaker here), and that is a huge deciding factor for me when it comes to choosing where I want to attend college at.

Thank you again for your time and interest.

Best regards,

Your Name

“Quick Question” /Consideration eMail

Subject Line: Re: Quick Question/Prior subject line from the Subject Line Formula

Body:

Hey Coach (Name),

I hope this message finds you well. I've sent you my highlight video and recruiting profile, and I was wondering if I am under consideration for your 20\_\_ recruiting class?

If so, what would be the next steps for me?

Thank you for your time and consideration,

Your Name

Phone Number

Highlight Link

Late to the Party Email:

(This is for those of us who start the recruiting process late... Yes, I'm guilty of this too.)

Subject Line: Use Subject Line Formula to create

Body:

Hey Coach (Name)!

Thanks for taking the time to open my email. I know you're super busy right now with the season in full effect. The University of \_\_\_\_\_ is one of the top schools on my list to attend.

I just had a quick question. Are you still recruiting for the class of 20\_\_?

I realize that I'm a little late in the recruiting process, and recruiting boards fill up fast. But I just wanted to send you my highlight film and recruiting profile for consideration.

Thank you for your time again,

Your Name

Phone Number

Highlight link

## The "Break Up" Email:

Subject Line: Re: /Use Subject Line from Previous Email

Body:

Hey Coach Name,

Just wanted to reach out and let you know that I'll be removing you from my contact list. I didn't want you to keep getting emails from me if you don't want them.

If you're still looking for a \_\_\_\_\_(Class and Position), I have included a link to my recruiting profile and highlight film just in case you need it.

I have been a long time fan of the University of \_\_\_\_\_ and would still love to be apart of the (Nickname/Mascot) family.

I hope all is well and let me know if you need anything from me!

Thank you,

Your Name  
Phone Number  
Highlight link