

Outreach Email Templates

Copy-and-adapt email templates for the conversations chapters have most often. Replace every bracketed field before sending.

General rules: keep it under 150 words, name one specific ask, propose a specific time, and copy your adult advisor on any email to an adult or institution.

1. HOA board — introduction

Subject: Youth-led community chapter in [Community Name]

Dear [Board Member Name],

My name is [Name] and I am a [grade/age] resident of [Community Name]. I am starting a YouthConnect Network chapter here — a youth-led group that plans community initiatives, service projects, and activities that bring neighbors of all ages together. Our adult advisor is [Advisor Name], copied here.

We spoke with [number] residents and heard consistently about [need]. We would like to run one small pilot activity, [activity], on [date].

Could we have ten minutes at your next board meeting to introduce ourselves?

Thank you,
[Name] · [Email]

2. School administrator — recruiting members

Subject: Student leadership opportunity — YouthConnect chapter

Dear [Name],

I am a student at [School] starting a YouthConnect Network chapter, a youth-led civic and community leadership group. Students plan and run real community initiatives with adult supervision.

I would like to share a short announcement with students and find a faculty advisor. Our current adult advisor is [Advisor Name], copied here.

Would [date/time] work for a brief conversation?

Thank you,
[Name] · [Email]

3. Nonprofit or older-adult organization — co-hosting

Subject: Co-hosting an intergenerational activity in [Community]

Dear [Name],

Our YouthConnect Network chapter in [Community] runs youth-led community activities. Residents told us [need], and your work on [their focus] lines up closely.

We would like to co-host [activity] on [date]. We would handle [our part]; we would ask you for [their part].

Is there a good time this month for a short call?

Best,
[Name] · [Email] · Advisor: [Advisor Name]

4. Local business — in-kind support

Subject: Supply support for a neighborhood service project

Dear [Name],

Our youth-led chapter is running [project] on [date] for residents of [Community]. We are looking for in-kind support: [specific items, quantity].

We would be glad to thank [Business] in our event materials and community recap.

Could I stop by or call this week?

Thank you,
[Name] · [Email] · Advisor: [Advisor Name]

Note: we are unable to issue tax receipts. Contributions are acknowledged as community support.

5. Resident invitation

Subject: You're invited — [Activity] on [Date]

Hi neighbors,

The [Community] YouthConnect chapter is hosting [activity] on [date] at [time], at [location]. It is free and open to everyone in the community.

We started this because several of you told us [need]. Come for [what they'll get].

Questions? Reply to this email.

— The [Community] YouthConnect Chapter

6. Thank-you and follow-up

Subject: Thank you from the [Community] chapter

Dear [Name],

Thank you for [what they did]. [Number] residents took part, and the feedback we heard most was [theme].

Our next activity is [activity] on [date] — we would love to have you involved again.

With appreciation,
[Name], [Role] · [Email]

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