**Email Templates Partner Outreach**

Subject: Funded Language and Cultural Immersion Program for U.S. Students

Body:

Dear [*Faculty Name*],

My name is [*your name*] and I work in [*office name*]. I’m reaching out to let you know about an exciting opportunity you may wish to share with your students.

The Critical Language Scholarship Program is a funded study abroad program sponsored by the U.S. Department of State that provides intensive language and cultural immersion over the summer. It is open to U.S. students enrolled in all degree programs at [*Institution Name*], including [*faculty department name*]. The application for this opportunity opened recently and will close on Tuesday, November 14, 2023.

Through CLS, students spend eight to ten weeks abroad studying one of 13 critical languages and earn academic credit for their work. The scholarship includes travel expenses, coursework, group excursions, and a small stipend to cover daily living expenses. Most languages offered by the CLS Program do not require applicants to have any experience studying critical languages. The full list of languages offered is available here:

In addition, CLS Spark, a virtual initiative of the CLS Program, provides opportunities for American undergraduate college and university students to study Arabic, Chinese and Russian virtually at the beginning level. Designed to leverage best practices in online language learning, CLS Spark provides American undergraduate students the opportunity to study critical languages virtually when they may not have access to language learning on their campuses or the ability to study abroad.

I’ve attached a flyer [*with more information / with information about our upcoming information session*] that I hope you might be willing to share with your students. **I would also be interested in visiting some of your classes to talk about this and other opportunities over the next few weeks.** Please let me know if you would be open to this!

[*Email Signature*]

### Subject: Funded Study Abroad Opportunity for [*Department*] Students

### Body:

Dear [*Faculty Name*],

My name is [*your name*] and I work in [*office name*]. I’m reaching out to let you know about an opportunity you may wish to share with students enrolled in you [*specific course listing / faculty-led program name.*]

Because of your [*interest / research / work*] in [*region / country*], your students may be interested in learning [*relevant critical language*] we promote through our office. The Critical Language Scholarship Program is a **funded study abroad program** sponsored by the U.S. Department of State that provides intensive overseas language and cultural immersion. It is open to U.S. students enrolled in **all degree programs** at [*Institution Name*], including [*faculty department name*]. The application for this opportunity opened recently and will close on Tuesday, November 14, 2023.

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I’ve attached a flyer [*with more information / with information about our upcoming information session*] that I hope you might be willing to share with your students. Our office is available to help students with their applications, so you're welcome to also share my contact information.

Please let me know if you have any questions and thank you for your consideration!

[*Email Signature*]