

[Enter Title Here]

40 South Market Street

San José, CA 95113

Phone: XXX-XXX-XXXX

**[ENTER NAME HERE IN CAPS]**

[To Name],

Dear [name of influencer],

We hope that you and your families are staying safe and healthy during this extraordinary global crisis. As you may already know, San José – Evergreen Community College District, like others around the state, has suspended in-person operations and we are currently providing online classroom instruction.

Over the long term, our Colleges must update online learning technology and infrastructure to increase capacity, ensuring that all students have equal access to learning opportunities no matter what the circumstances are.

Recently, we conducted a community survey to assess the public’s higher education priorities. The top community priorities included:

* Supporting students facing food insecurity and hunger
* Supporting students facing homelessness and housing insecurity
* Providing assistance to students to keep college affordable
* Partnering with local employers and tech companies to expand scholarships and financial aid
* Expanding access to online education when learning on campus is not an option

Now more than ever, we are grateful for your encouragement and support – particularly as the cost to attend a public university in California has risen to at least FIVE times that of attending San José City or Evergreen Valley Colleges. As a result, more students and their families rely on our local community colleges to save tens of thousands of dollars.

In these extraordinary times, these needs are as urgent as ever before. As a community influencer, your views are important. Please ***Join the Conversation*** by participating in online survey today at: <http://bit.ly/Join-the-Conversation>.

We will continue to keep you updated on our effort to continue to provide affordable college education, especially during these trying times.

Sincerely,

Name

*Title*

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Sincerely,

[Signature]

[Name]

*[Title]*