**Sample Email to Invite Presenters:**

Dear [NAME],

This fall ADVANCE program is offering a Grant Writing Boot Camp training session for grant-interested faculty, to enhance their confidence and skills in preparing quality proposals. Your participation in Boot Camp as a presenter has been integral to the success of this dynamic ongoing program, and I hope you will consider working with us this year.

I am the facilitator for the course and have attached the flyer for this year’s Boot Camp.

We would like to pencil you in for:

*Date, Session Number*

*Type of presentation, target length*

Can you let me know at your earliest convenience if your schedule allows you to present at Grant Writing Boot Camp?

Many thanks for your assistance with ADVANCE events. ADVANCE is only successful because of the outstanding team of administrators, faculty, staff, and students working to accomplish our mission.

I look forward to working with you!

Best,

[Facilitator] and the ADVANCE Team