



## How to Connect

The goal of this document is to simply provide you tips and sample outreach for you to connect with your fellow NALHFA members. The following samples are only suggestions or templates to get you started. We encourage you to tailor them to your own voice and of course, include specific questions you have.

If you have any questions or need additional assistance and guidance with connecting to a member, please contact [info@nalhfa.org](mailto:info@nalhfa.org) today.

### GENERAL TIPS

- Introduce yourself, your company, and/or how long you've been a member of NALHFA. This helps establish a connection right away.
- Be clear and succinct. By being direct, you leave less room for your outreach to be ignored or overlooked.
- Be professional. This is important particularly if you are making a professional connection with someone new.

### SAMPLE OUTREACH

You can use the following templates as starting points for your outreach to fellow members. Whether you are a new member or have been with NALHFA for years, it's important to stay connected and meet your colleagues!

As always, you can tailor these to your own voice or add anything else as needed.

#### FOR NEWER MEMBERS

Hello {Member Name},

My name is {Name} and I am with {Company/University/Organization}. I'm a new NALHFA member and looked up your information on NALHFA's Member Connect platform. I was hoping to connect with you on some important issues.

Specifically, {insert question/request}.

Thank you for your time and I hope we can connect soon.

Best,

{Email Signature}



## FOR TENURED MEMBERS

Hello {Member Name},

My name is {Name} and I am with {Company/University/Organization}. I've been a NALHFA member for {insert years} but am interested in reaching out to more of my industry colleagues.

{Insert personal question/request}.

Thank you for your time and I hope we can connect soon.

{Email Signature}