Dear (Campus Partner),

The work that you do is so valuable to the sense of belonging, retention, and continued excellence of students at our institution. I would love to set up a meeting (or grab a cup of coffee) with you to talk about collaboration, future partnerships, and how we can support each other.

I also want to share with you about the work our office does to address substance misuse, mental health, and other well-being concerns among our students. We know that students are not able to be as successful as they can be if they are experiencing health and well-being concerns.

If you’re available, could we meet at (date/time)? I’m looking forward to working with you!

Signed,

(Your Name)