Dear NAME,

I am contacting you to inquire as to any possible opportunities for presenting a guest lecture program within the finance or business program at UNIVERSITY.

My COMPANY is a COMPANY TYPE with corporate headquarters in CITY.  We are a member in the largest trade association for our industry, the Equipment Leasing and Finance Association (ELFA).  ELFA’s mission, in part, is to promote the commercial equipment finance industry and create awareness among future finance professionals of the career opportunities offered. Our Foundation, the Equipment Leasing & Finance Foundation, also offers financial scholarships and corporate internship resources to college students. We are eager to attract a more diverse workforce and seek your assistance to share available opportunities with your students.

The equipment finance industry sector includes financial services companies and manufacturers engaged in financing capital goods. Though it is a $1 trillion industry, we find that this sector is often under-represented in the curriculum at institutions of higher education. To combat this, the Foundation developed an outreach guest lecture presentation to introduce students to myriad career pathways in equipment finance. We also provide five academic scholarships annually of $5,000 each year as well as serve as a connection point for internship and early career opportunities at equipment finance companies.

As a member of this industry for over XX years I, or one of my colleagues, would be willing to present this program and share these resources wherever you see a fit within your business school curriculum.

 Thank you for your consideration and hope to hear back from you soon.

Sincerely,