



Investigating Religion & Power

CHIRP: Introduction Email Template

As you are conducting your research, it is important to create new relationships. Once you have found a person you'd like to contact, find their *professional* contact information. Begin by reaching out via email.

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Dear [Title]. [Last Name],

My name is [name], and I am a [year and major] student at [school name]. [If you have any mutual contacts, mention them here.] I am a member of a working group called [\*The Collaborative Humanities Investigating Religion and Power\*](#). In my current project, I am researching [topic], because I want to find out [question], in order to better understand [significance].

During my research, I came across your work [description of their work]. I am particularly interested in [the aspect of their work most relevant to your research]. I am hoping you might be willing to briefly meet with me sometime in the next few weeks so that I can ask you follow-up questions about your work. I am still in the process of refining my research question and discovering new resources, and I think a brief conversation with you would go a long way to helping my research.

If you are interested, please let me know what dates and times are most convenient for you. I am happy to meet via Zoom, phone, or in-person. Of course, if a meeting isn't possible at this time, I would also be happy to send my questions via email.

Thank you for your time and consideration.

Sincerely,

[Name]

[Major, Year of Graduation]

[School]

[Email]