**Current student email template**

**For Student Life internal use only**

**Date to be sent:** <insert date>
**Area requesting deployment:** <insert area>
**Target audience:** <insert segmented group>
**Reply-to email:** <insert email address you want students to be able to click, **reply to**>

**Subject line:** <insert email title>

**Email copy:**

**Header image:**

<[provide name of header selection](https://ontariotechu.cascadecms.com/render/page.act?id=9e829685cdd3b53739008e5449116458&confId=40bd420fcdd3b5377922de8e919f2fe8#tab1-2) from list> **or**

<provide description of type of header you’d like added>

**Text:**

Hi <student’s first name>,

Your first paragraph should have the information you want communicated at the forefront.

If you have a lot of content to communicate, make use of headings, sub headings, bulleted lists, etc. to clearly convey your message.

This is where your call-to-action button/hyperlink will go, or any next steps students must take.

Sincerely,

<insert area requesting deployment>

**End each email with:**

**Ontario Tech Mobile**
Never miss a beat with important notifications.
Download now at [**ontariotechu.ca/mobile**](https://ontariotechu.ca/mobile).