Template: Program rep email to lead

Subject: UK’s online [degree name] program

Hi, *​​​​​​​​​​​​*​\_\_\_\_\_\_\_\_\_\_\_

I saw your request for more information about the [degree name] program. I’m the [job role] for the program, and I’m happy to answer any questions you may have about our online program.

With [no on-campus requirements/ minimal on campus requirements], this program offers you maximum schedule flexibility to balance all your responsibilities.  Our esteemed faculty and supportive staff are prepared to help you take the first step toward achieving your education and career goals!

What you need to know about applying to this program:

* The next application deadline is [date]
* Requirements for admission include: [GPA?, Undergrad degree requirements?, letters of reference?, background checks?, interviews?, etc.]
* Online students are eligible for financial aid and scholarships. Our team of [undergraduate](https://www.uky.edu/financialaid/) and [graduate](https://gradschool.uky.edu/student-funding) financial aid and scholarship professionals are here to assist you in funding your education.

I hope to welcome you to our program soon! Please reach out if you have any specific questions.

You can view general program information on our [degree name page] - *insert a smart link to your program page* to learn about admissions, application requirements, and more. I hope to see you online soon!

Sincerely,

[Name]

[email address and/or phone]