**EMAIL SAMPLE LETTER FOR CHAPTER LEADERS**

Dear MSCI XXXX Chapter Members,

We hope that all of you, your colleagues and families are remaining safe and distanced from harm. We hope the day is coming soon when we can get together as a Chapter community.

As you know, the highlight of our year is awarding annual academic scholarships to children of our Chapter’s member company employees. To date, the XXXX Chapter has awarded over $XXXX to deserving young men and women, who in many cases were ***your*** employee’s children.

[If appropriate, include a list of companies who have benefited from scholarships for their employees’ children.]

[Reach out to your Chapter liaison if you need this information.]

The good news is applications <have or are> < come or coming> in from deserving students who need our help during this uncertain time. We plan to award XXXX (X) $XXXX scholarships, <just as we did> last year. Thanks to the support of MSCI, we will maintain their contribution to our funds raised, but we need to raise at least $XXXX to fund 2020 scholarships, and equally important, to begin funding 2021 scholarships.

<For cancelled Golf Outings> Due to the COVID-19 pandemic, we <have/are> cancelling our annual Golf Outing, our largest scholarship fundraiser, which raised $XXX in 2019. If each company committed to a scholarship donation, in lieu of playing in the tournament, buying raffle tickets, 50/50 tickets and other on-course games, we could reach our anticipated goal of $XXXX which is our average contribution to the program. A minimum donation of $XXX per company would allow us to reach that goal. **Many companies provide much higher contributions to the tournament as sponsors and attendees. We are asking for the minimum; however, higher donations would be gratefully appreciated.**

Or

<For postponed/re-scheduled golf outings> We are proceeding with planning for our annual scholarship golf outing scheduled for XXXX, and we look forward to seeing you there. However, given the uncertain times we are faced with for in-person events, we may not meet our attendance and fundraising goals. If you cannot attend for any reason, please support the scholarship program is by making a donation directly to the XXXXX Chapter scholarship fund.

The XXX Chapter Board certainly understands that our members are experiencing extraordinary uncertainty and change due to COVID-19. But we all must work together to sustain our Chapter community. Your contribution will go a long way to ensuring the XXX Scholarship Program will support deserving young men and women, children of our companies’ employees, in 2020 and 2021.

Make your contribution today on our scholarship donation site: [MSCI Scholarship DonorBox](https://donorbox.org/msci-scholarship-program). **Be sure to select XXX Chapter in the drop-down menu.** You will receive a receipt directly from DonorBox. Companies and individuals are welcome to donate.

Thank you in advance for your generosity! Stay safe!

Best regards,

President, MSCI XXX Chapter

**MSCI Mission Statement**

*Our mission is to* ***build a community*** *of industrial metals companies and related organizations that support the membership; provide meaningful intelligence about the industry and how it will evolve; and promote the essential importance of the service center industry to the North American economy.*