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 of our industry's largest trade association, 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 resources to college students and the academic community. We are eager to attract a more diverse workforce and seek your assistance in sharing available opportunities with your students and colleagues.

The equipment finance industry includes financial services companies and manufacturers financing capital goods. Though it is a $1.34 trillion industry, this sector is often under-represented in the curriculum at higher education institutions. To combat this, the Foundation developed a campus-to-career presentation introducing students to myriad career pathways in equipment finance. We also provide 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.

Your students will benefit from an industry presentation in several ways. They’ll learn about the diverse career opportunities available in equipment finance as well as internship and scholarship opportunities. Additionally, we invite you and your students to access the equipment finance internship resources and scholarship opportunities available through the Foundation – free of charge. The vast body of industry knowledge available in the Foundation’s online library covers many specialty areas of finance, tax, accounting, and economics specific to the equipment finance sector.

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,