Librarian toolkit email templates: set 2

Use these email templates to build awareness about the support you offer.

Feel free to edit to suit your requirements, or simply copy and paste the text into a new email message, fill in the [missing information**] and send.**

Emails that promote your support to researchers

Email 1 of 3

Email subject line:

Template message:

Name

Access resources to help you break new ground

link to your intranet page

Subject line:

Template message:

Name

Save time finding important information

name of team

link to your intranet page

[Sign off name**]**

Subject line:

Template message:

Name

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Company Name

link to your intranet page/name of contact

[Sign off name**]**