Dear <name of counselor or contact>,

I hope all is well in your office. You may recall that I’m an alumnus of /my student is attending Hampshire College in Amherst, MA, and loves/d it.

Hampshire’s unique academic model integrates diverse areas of study, encourages students to explore big questions, and empowers them to drive their education.

I’d like to know if there are opportunities to discuss Hampshire with you, attend a college fair, and/or explore other possibilities.

Please advise as to next steps. Thank you.

Sincerely,

<your name>

<your contact information>