



Sample Email to Announce the Call for Applications

As you may know, [insert your organization name] launched a new leadership program, [www.womeninpower.org/global] Women inPower, for women in [city name]. It's all about getting more women in leadership positions in our community and beyond. The program will accept at least 10 members and will provide them with mentorship and learning opportunities to gain the skills, training, and network needed to advance in their careers.

The program will officially kick-off in [start month], but applications are now open. This is a cross-sector program, so we are looking to spread the word to women across all industries.

We would love for you to pass on information and encourage women to apply. It could be your co-workers, friends, or anyone in your network who you think would benefit from the fellowship.

The application form can be found at [_____].

We'd so appreciate your help spreading the word and encouraging some incredible women to apply.

Thanks, and please let me know if you have any questions or want to talk about other ways we can collaborate on this new initiative!