**Life update** **email template**

Send this to people in your network every 3-4 months to keep them updated on what you’re doing.

**Subject**: <insert your name> update - <insert 4-5 word tagline>

**Body**:

*Hi \_\_\_\_\_\_,*

*I have great news that I am very excited to share: <insert most recent update>! I will be working with their <insert team/department>, and will <insert a short description of the type of work you’ll be doing>. It's an amazing opportunity, and I look forward to being with the organization and working hard.*

*It was great seeing <insert specific point about the work that the recipient is doing/about the sports industry to show that you are staying up to date>.*

*Talk soon!*

*Regards,*

*\_\_\_\_\_\_\_*

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Real-life example from Melcolm:

**Subject**: Melcolm Ruffin Update - Summer Intern with 76ers!

**Body**:

*Hi Dan,*

*I have great news that I am very excited to share: I was just offered a summer internship with the Philadelphia 76ers! I will be working with their basketball operations staff and will do a lot of work-related to scouting and preparing for the NBA Draft. It's an amazing, amazing opportunity and really is a dream come true. I look forward to being with the organization and working hard.*

*It was great seeing so many NBA teams designate their rookie players to the D-League for the Showcase this year. Congratulations on the league’s growing popularity.*

*I hope all is well.*

*Regards,*

*Melcolm*