Appendix One

Sample Introduction Email (Module Leader)

Hello \_\_\_\_ ,

My name is \_\_\_ and I am the Class Rep for your module (Insert Module Name & Code).

I wanted to reach out to say a virtual hello.

My role as an elected Class Rep is to gather class feedback from students and use this to improve the student experience within the department.

I also liaise with the Department Representative (Insert Name here) who helps to mediate any issues with Modular Feedback, as well as bring this information back to UL Student Life Council.

I would love to have a meeting with you in which I could bring the student voice and feedback my fellow classmates. Let me know if this is something you think could work and where I could contribute.

I look forward to working with you throughout the semester.

Many thanks,

\_\_\_\_\_\_\_\_\_\_\_

Sample Signature below

**John.**