

Email Templates for Contacting College Faculty

Bonus Material #1

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Bonus #1: Email Templates for Contacting College Faculty

Part of The Music Scholarship Success Guide Package

How to Use These Templates

These email templates are designed to help you and your student communicate professionally with college music faculty throughout the scholarship journey.

Key Tips:

1. Personalize each template - don't just copy and paste
 2. Keep emails brief and focused (3-4 paragraphs max)
 3. Always proofread before sending
 4. Follow up if you don't hear back within 5-7 business days
 5. Have your student send emails from their own email address (shows maturity)
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Template #1: Initial Inquiry Email

When to use: First contact with a teacher at a college you're interested in **Subject:** [Student Name] - [Instrument] Student Interested in [College Name]

Dear Professor [Last Name],

My name is [Student Name], and I'm a [grade/year] student at [High School Name] in [City, State]. I've been studying [instrument] for [X] years with [current teacher's name], and I'm beginning to research colleges with strong [instrument] programs.

I'm very interested in [College Name] because of [specific reason - mention something about their program, faculty, or ensemble opportunities]. I would love to learn more about your program and potentially schedule a sample lesson when I visit campus.

Currently, I'm working on [mention 1-2 pieces you're learning]. I'm also involved in [mention relevant activities: All-State, competitions, youth orchestras, etc.].

Would you be available for a brief phone call or Zoom meeting in the coming weeks? I'd love to hear about your teaching approach and learn more about opportunities for [instrument] students at [College Name].

Thank you for your time, and I look forward to hearing from you.

Sincerely,

[Student Full Name]

[Phone Number]

[Email Address]

[High School Graduation Year]

Template #2: Sample Lesson Request

When to use: After initial contact, when planning a campus visit **Subject:** Sample Lesson Request - [Student Name], [Instrument]

Dear Professor [Last Name],

Thank you so much for your response to my inquiry about [College Name]'s music program. I'm planning to visit campus on [date or date range], and I was hoping to schedule a sample lesson with you during my visit.

I would be prepared to play [mention 2-3 contrasting pieces or movements you can perform]. I'm particularly interested in receiving feedback on [specific aspect: technique, musicality, interpretation, etc.].

My schedule is flexible on [date], and I could come anytime that works for you. A 30-45 minute lesson would be ideal, but I'm happy to work with whatever time you have available.

Please let me know if this would be possible, and if so, what materials you'd like me to prepare. I'm also happy to provide recordings in advance if that's helpful.

Thank you again for your time and consideration. I'm very excited about the possibility of studying with you.

Sincerely,

[Student Full Name]

[Contact Information]

Template #3: Post-Visit Thank You Email

When to use: Within 24-48 hours after a campus visit or sample lesson **Subject:** Thank You - Sample Lesson Follow-Up

Dear Professor [Last Name],

Thank you so much for taking the time to meet with me during my visit to [College Name] on [date]. I really enjoyed our lesson and appreciated your feedback on [mention specific feedback or topics discussed].

Our conversation about [specific topic discussed] was particularly insightful, and it reinforced my interest in [College Name]'s program. I was also impressed by [mention something specific about the campus, facilities, or other students you met].

I'm planning to apply [Early Action/Early Decision/Regular Decision] for the [Fall 20XX] semester, with auditions in [month]. I'll continue working on [mention any specific suggestions the teacher made], and I'd welcome any repertoire suggestions as I prepare my audition program.

Please feel free to reach out if you need any additional information from me. I look forward to staying in touch throughout the application process.

Thank you again for your time and encouragement.

Sincerely,

[Student Full Name]

[Contact Information]

Template #4: Audition Repertoire Confirmation

When to use: 4-6 weeks before your audition date **Subject:** Audition Repertoire Confirmation - [Student Name], [Date]

Dear Professor [Last Name],

I hope this email finds you well. I'm scheduled to audition for [College Name] on [specific date and time], and I wanted to confirm my audition repertoire with you.

I'm planning to perform:

1. [Piece 1, Composer, Movement/Section]
2. [Piece 2, Composer, Movement/Section]
3. [Piece 3, Composer, Movement/Section]
4. [Technical requirements: scales, sight-reading, etc.]

These selections represent [mention why you chose these pieces: different styles, technical strengths, etc.]. Please let me know if you'd recommend any changes or if this repertoire meets the audition requirements.

I'm also happy to provide recordings in advance if that would be helpful for the audition panel.

I'm very much looking forward to my audition and the opportunity to perform for you and the faculty.

Thank you for your guidance throughout this process.

Sincerely,

[Student Full Name]

[Contact Information]

[High School and Graduation Year]

Template #5: Post-Audition Thank You

When to use: Within 24 hours after your audition **Subject:** Thank You - [Instrument] Audition on [Date]

Dear Professor [Last Name],

Thank you for the opportunity to audition for [College Name]'s music program yesterday. I truly enjoyed performing for you and the faculty, and I appreciated the warm and encouraging atmosphere.

I was particularly excited about [mention something specific from the audition day: the facilities, meeting current students, ensemble opportunities, etc.]. It reinforced that [College Name] would be an excellent fit for my musical and academic goals.

[College Name] remains my top choice, and I'm very hopeful about the possibility of studying with you next fall. Please let me know if you need any additional materials or information from me as you make your decisions.

Thank you again for your time, and I look forward to hearing from you.

Sincerely,

[Student Full Name]

[Contact Information]

Template #6: Scholarship Negotiation Request

When to use: After receiving an offer, when you have competing offers or financial concerns **Subject:** Scholarship Offer Discussion - [Student Name]

Dear Professor [Last Name],

Thank you so much for the generous scholarship offer from [College Name]. I'm honored and excited about the possibility of joining your studio next fall.

[College Name] is my top choice because of [specific reasons: your teaching, the program strengths, opportunities, etc.]. However, I wanted to reach out about the financial package, as cost is a significant factor in my family's decision.

I've been fortunate to receive offers from several schools [optional: mention specific schools if appropriate], including [mention higher scholarship amounts if relevant]. While [College Name] remains my preferred choice, the difference in financial aid packages is considerable.

Is there any possibility of additional scholarship consideration? Any increase in support would make a significant difference in making [College Name] financially feasible for my family.

I would be happy to discuss this by phone if that would be helpful. I'm also prepared to [mention any commitments you can make: commit early, participate in recruiting events, etc.].

Thank you for considering my request, and for all your support throughout this process.

Sincerely,

[Student Full Name]

[Contact Information]

Template #7: Final Decision Acceptance

When to use: When you've made your final decision to attend **Subject:** Enrollment Confirmation - Excited to Join [College Name]!

Dear Professor [Last Name],

I'm thrilled to let you know that I've officially committed to [College Name] for Fall [year]! Thank you for all your guidance and support throughout the application and audition process.

I've submitted my enrollment deposit and housing application, and I'm very much looking forward to studying with you and being part of the [College Name] music community.

I plan to continue working on [mention current repertoire or goals], and I'd welcome any suggestions for summer preparation. Are there any specific pieces, technical work, or other preparation you'd recommend before arriving on campus?

Please let me know if there's anything else I need to do to prepare for the fall semester. I'm counting down the days until orientation!

Thank you again for this incredible opportunity. I can't wait to get started!

Sincerely,

[Student Full Name]

[Contact Information]

[Incoming Class of 20XX]

Additional Tips for Email Communication

DO:

- ✓ Use a professional email address (firstname.lastname@email.com)
- ✓ Include a clear subject line
- ✓ Keep emails concise and focused
- ✓ Proofread carefully (no typos or grammar errors)
- ✓ Respond promptly to faculty emails (within 24-48 hours)
- ✓ Use appropriate greetings (Dear Professor/Dr. [Last Name])
- ✓ Include your contact information in your signature
- ✓ Follow up if you don't hear back within a week

DON'T:

- ✗ Use informal language or emojis
- ✗ Write essays - keep it to 3-4 short paragraphs
- ✗ Send generic mass emails (personalize each one)
- ✗ Forget to proofread
- ✗ Demand responses or be pushy
- ✗ Wait too long to follow up after meetings or auditions
- ✗ Use text-speak or casual abbreviations
- ✗ Include parents in the "From" line (student should send)

Email Timeline for College Music Admissions

Junior Year (Fall):

1. Initial inquiry emails to 8-12 schools

Junior Year (Spring):

1. Sample lesson requests for campus visits
2. Thank you emails after visits

Senior Year (Fall):

1. Follow-up emails to teachers at top choice schools
2. Audition repertoire confirmation

Senior Year (Winter):

1. Post-audition thank you emails
2. Scholarship negotiation emails (if needed)

Senior Year (Spring):

1. Final decision and acceptance email
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Sample Email Signature

Create a professional email signature that includes:

[Student Full Name]

[Instrument]

[High School Name], Class of [Year]

[Phone Number]

[Email Address]

Parent's Role in Email Communication

Important: Students should send all emails from their own email address. However, parents can:

1. Help draft and proofread emails

2. Ensure timely responses
3. Handle financial/logistical questions separately (in parent-to-admissions office emails)
4. CC themselves on important emails (with student's permission)
5. Follow up if student doesn't receive responses

Do not: Write or send emails on behalf of your student, as this signals lack of maturity and independence to college faculty.

Next Steps

1. **Customize templates** with your specific information
 2. **Create a tracking spreadsheet** for all college contacts and email communications
 3. **Set reminders** for follow-ups and thank you emails
 4. **Practice** professional email writing with your teacher or parent before sending
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Remember: Every email is an audition for your professionalism, maturity, and communication skills. College faculty are evaluating you as a potential student from the very first email.

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