**HOW TO USE**

Need help crafting an email to thank instructors for their participation? Here’s a sample email.

As always, please reach out to your Campus Engagement Manager should you need further assistance.

**SUGGESTED CONTENT**

Hello, <Instructor>.

I hope this note finds you well and enjoying your week.

I am writing to thank you for your interest in Leganto. Your participation in our <pilot /training /initial launch /ongoing outreach> is very much appreciated.

I look forward to working with you again in the near future, and I am attaching a few follow-up items that will assist you as continue using Leganto. <Recommended to attach the Leganto for Instructors 1-pager and the ExLibris Leganto Video Clip which are found on the Leganto Knowledge Center under the Campus Engagement Index of Materials>

Please reach out to me with any questions or feedback. I am here to assist and am excited to get your input as we move forward.

Warmest regards,

< Librarian>