**Reverse Transfer Sample Email**

**Subject Line: [Institution Name] reminds you to take advantage of the TN Reverse Transfer Program**

Hello \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

The final reminder email from the State of Tennessee (stateadmin@tnreversetransfer.org) indicating that you may be eligible to receive an associate degree will be sent out on **(insert student opt-in final reminder date)**. When you receive this email about Reverse Transfer, I encourage you to click the “opt-in” button. You have invested time and money to get this far. Now, let us do the work and help you receive your degree! No fees are required to participate in Reverse Transfer. If you qualify, you will hear from the Tennessee community college from which you will be eligible to receive the associate degree.

The deadline for opting in is **(insert student opt-in deadline)**.

Research indicates that earning at least one credential after high school can make you more marketable in the workforce, and that individuals with higher degrees earn more, on average, than those with only a high school degree.

Please don’t pass up this unique opportunity! We are here to answer any questions you may have about the Tennessee Reverse Transfer Initiative.

Sincerely,

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