**The Email Class**

**“Could I ask for a special favor?”**

*There are moments when you just need to ask a friend, family member, or colleague for a special favor. Maybe you want to ask them to open a door for you, make an introduction for you, spread the word about your project, help you get hired or published, or…something else.*

*You might feel nervous to ask for a favor. That’s understandable. Feel the fear, and do it anyway. Ask anyway. Most likely, your friend will be happy to help…but first you have to be brave enough to ask.*

*Consider if the tables were turned. If a friend asked you for a special favor, wouldn’t you be happy to support them? Probably…yes! It’s likely your friends feel the same way about you.*

*Here’s the sample email. On the next page, you’ll see a template (fill-in-the-blank version) that you can customize.*

Hi Ally,

I have a kinda-big favor to ask.

If you don’t feel comfortable doing this, no problem. You know I love you forever, no matter what! But if you can do this, that would be amazing. :)

I was wondering if you could introduce me to Sharon, your friend who works at Google.

I gave a talk to employees at Twitter earlier this year—a seminar about how meditation improves creativity, focus, and productivity—and I’d really love to do a similar talk at Google. A personal introduction would be an amazing way to unlock that door.

So, if you could introduce me to Sharon, via email, that would be awesome.

You could say something like, “This is my friend. She’s a meditation teacher, author, and productivity expert who recently gave a talk at Twitter. She’s interested in doing a similar talk for Google employees.” And then I can chime in and take things from there!

Let me know if this might be possible. Thank you, friend!

*Jo*

Hi <Name>,

I have a favor to ask.

If you don’t feel comfortable doing this, no problem. <Emphasize that there’s no pressure at all. You will love and appreciate them as a friend, no matter what!> But if you can do this, that would be amazing.

I was wondering if you could <describe the favor you want>.

<Optional: Give a little more info about this favor and why it’s really important to you. Is it for a great cause? Will this help you unlock a big professional door? Will this make your life 1,000% easier?>

So, if you could <reiterate exactly what you’re hoping they will do>, that would be awesome.

Let me know if this might be possible. Thank you!

*<your name>*