## TOPx Recruitment

#### Template Email

**Subject line:** TOPx at [Agency Name] - Create digital products to solve [challenge descriptor]

Hi [name],

I am reaching out to invite you to participate in an open data and innovation program facilitated by [agency name]. Through a 12 week virtual technology development sprint, TOPx engages technologists and communities to rapidly prototype digital products—powered by federal open data—that solve high-priority national challenges.

Thesprint, which will take place [start date - end date], will be focused on challenges addressing:

* Problem statement 1
* Problem statement 2
* Problem statement 3

**[For potential tech teams]** We hope that you will consider joining the sprint as a tech team! Tech teams come from companies, universities, non-profits, and other organizations to design, develop, and launch the products in the sprint.

**[For potential user advocates]** Given your experience in **[sprint theme]**, we hope that you will consider participating as a user advocate and guide tech teams in designing solutions that are realistic and useful for the target end users.

Please see attached for information about the program, descriptions of the [tech team/user advocate]role, detailed problem statements, and an outline of the timeline.

For more information, please consider joining our webinar. [Webinar/conference call details] In addition, please feel free to reach out directly to [TOPx lead] to set up an informational call.

Looking forward to connecting,

