Place Member Organization Logo Here

\*\*This letter can be used at the local level by Member Organizations to help with retention rates at your events. This is to be used as a template and sent as an email.

 **Event Name**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

We have you registered for the *Event* this *Date* at *Location* .

**Please respond to this email by *Date*** with a **YES** if you still plan to attend or a **NO** if your plans have changed.

*As a reminder we have Program Guidelines (you can find them here, link ). These guidelines include a no show policy, so if your plans change please cancel your reservation ASAP by emailing or calling*

 *.*

**Event Details:**

* Program Session will begin at 11:00 am at room 101.
* (Include agenda and/or event details so participants know what to expect.)
* If you are running late or need assistance on the day of the event please reach out to

**on her cell phone** .

Don’t forget to register yourself and your family for one of our other events — go here for more info: \_\_\_\_!

Take care and travel safely!

Sincerely,