Dear [Registrant Name],

We’re excited that you’ve registered for our upcoming **“Empowering Women for Today’s Retirement”** event at [ClassLocation]. This letter is to confirm your registration and help you be prepared for the training event.

Having worked with hundreds of Baby Boomers we’ve learned the common themes that are preventing people from having the retirement of their dreams. In reality the typical challenges that people face are not as complicated or intimidating as they imagine.

Hosting workshops like the one you will be attending is the first step we use to demonstrate our value to you. Know this, the workshop is not a sales pitch in disguise. Our primary objective is to help you understand the challenges you face. We find that after attending the workshop, many people choose to meet with us to explore potential solutions. That’s 100% up to you.

**Here are the details of the meeting:**

[LocationName]

[Address]

[City,State Zip]

**[DOW], [DATE] at [StartTime]  
- AND -**

**[DOW], [DATE] at [StartTime]**

If you have questions, please do not hesitate to reach out to us.

**Our contact information:**

[Advisor Firm]

[Phone]  
[AdvisorEmail]

[AdvisorWebsite]

We’re looking forward to meeting you!

All the best,

[AdvisorName], Presentor