

Good evening!

The *Retirement Planning in Today's Economy* workshop is exactly one week away. As discussed, this email contains the details for [DOW] class [DATE]. Attached you will [map and/or driving directions or special instructions] to [venue], along with a short bio on [Advisor – optional to include] – [REMOVE IF NOT INCLUDING THE BIO: the instructor of the course]

If you are not familiar with where the [VENUE] is located, please click on the following link for directions: [INSERT GOOGLE LINK].

The address is:

[FULL ADDRESS]

We are going to be in the [BUILDING AND ROOM INFO] [OPTIONAL - (see attached maps for further details).]

We do have a waiting list for this class, so if something comes up that prevents you from attending, please let us know as soon as possible so that we can open up your spot(s) to another interested party. This can be done by responding to this email or calling our office at [PHONE TO CALL].

Also, we will give you a quick call on [DAY PRIOR] to make sure you received this email and to confirm your attendance, if, of course, we haven't already heard otherwise.

As a reminder, the workshop will go from [START TO END TIMES]. If possible, please arrive 10-15 minutes early so that we can get you checked in and ready to go for our [START TIME] start time.

We thank you for your interest in the workshop and look forward to meeting you on [DAY OF EVENT].

All the best!