Dear [Registrant Name],

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

Having worked with many Baby Boomers over the last [XX] years, we’ve identified several common themes that are preventing people from having the retirement of their dreams. In reality, the typical challenges that people face may not be 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. Our primary objective is to help you understand the challenges you may 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]  
- OR -**

**[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], Presenter

Financial Advisor