**SAMPLE Invite**

**PRESENTATION**

**EMAIL**

**To:** All [Company, School, Board, Business Name]

**From:** [Name]

**Date:** [Date]

**RE:** Attentive Driving for Life

Dear [INSERT NAME]:

On [INSERT DATE], I will be coming to [LOCATION] to give a presentation to [INSERT AUDIENCE/GROUP].

 Below are the event details:

**Presentation:**

**Date:**

**Time:**

**Location:**

**Description:**

Attached to this email is a flyer that contains details of the presentation. It can be printed or emailed, and used to promote this event.

Please feel free to contact me if you have any questions or need additional information prior to the presentation.

Sincerely,

[NAME]

[TITLE]

[CONTACT INFORMATION]