

CONFIRMATION EMAIL TEMPLATE

Activity (Trivia), Email template:

TO: [INSERT INTERESTED EDUCATOR/SCHOOL CONTACT]

SUBJECT: Finance Careers Classroom Visit – [INSERT DATE]

ATTACH: Presentation

BODY:

Dear [INSERT EDUCATOR/SCHOOL CONTACT],

Thank you for inviting [me/us] to join your class! My name is [INSERT NAME] and I work for [organization name] as a [INSERT JOB DESCRIPTION].

We are the proud sponsor of your school's Financial Literacy program with EVERFI. I am excited to spend some time with your students, taking a deeper dive into the content covered. Below are the confirmed event details, please let me know if anything has changed.

- Event Date: [INSERT FROM CONFIRMATION EMAIL]
- Time: [INSERT FROM CONFIRMATION EMAIL]
- Number of Students: [INSERT FROM CONFIRMATION EMAIL]
- Activity: Financial Education Trivia or Myth vs. Fact Game

Please let me know if there is particular arrival instructions or helpful information about your students we should be aware of. Do not hesitate to reach out to me if you have any questions ahead of the visit. [I/WE] look forward to visiting your classroom.

Sincerely,

[INSERT NAME]

[INSERT TITLE]

[INSERT CONTACT INFORMATION]