

CONFIRMATION EMAIL TEMPLATE VIRTUAL

Activity, virtual: Email template

TO: **[INSERT INTERESTED EDUCATOR/SCHOOL CONTACT]**

SUBJECT: Finance Careers Virtual Classroom Visit – **[INSERT DATE]**

BODY:

Dear **[INSERT INTERESTED 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]**. I will be visiting your classroom virtually on **[INSERT DATE]**.

We sponsor 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
- Technology: Please confirm that I will screen-sharing capabilities, Here is the virtual meeting link: **[INSERT LINK]**

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]