

ACCOUNTING+

CONFIRMATION EMAIL TEMPLATE

ACTIVITY A (Trivia), virtual: Email template

TO: [INSERT INTERESTED EDUCATOR/SCHOOL CONTACT]

SUBJECT: Accounting Careers Virtual Classroom Visit - [INSERT DATE]

BODY:

Dear [INSERT INTERESTED EDUCATOR/SCHOOL CONTACT],

Thank you for your 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 are proud partner of the Accounting+ initiative and sponsor of your school's *Accounting Careers: Limitless Opportunities* 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: Accounting Trivia and Careers Discussion
- Technology: Please confirm that I will have 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]