

# Confirmation Email Templates

## Virtual: Activity A (Trivia) Email Template

TO: [INSERT INTERESTED EDUCATOR]

CC: [TruistPrograms@EVERFI.com](mailto:TruistPrograms@EVERFI.com); Your Community Development Manager

SUBJECT: EVERFI/Truist Financial Foundations Classroom Visit - [INSERT DATE]

BODY:

Dear [INSERT EDUCATOR NAME],

Thank you for your inviting [me/us] to join your class! My name is [INSERT NAME] and I work for Truist Bank as a [INSERT JOB DESCRIPTION]. I will be visiting your classroom on [INSERT DATE].

We are proud to sponsor the *Financial Foundations* program with EVERFI in your school and 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: Truist Financial Foundations Trivia
- 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]