

SAMPLE EMAIL TO BE SENT TO FAMILIES TO PROMOTE YOUR PARENT MEETING. YELLOW HIGHLIGHTED SECTION WOULD BE CUSTOMIZED TO YOUR TRIP.

Hi families,

I'm excited about our upcoming meeting regarding our **Washington D.C.** trip next **Spring Break**. Our trip information meeting will be done virtually so please follow the instructions below to access the meeting:

Meeting Date: **Tuesday, April 21**

Meeting Time: **6pm**

Join by Phone or Online:

Join Zoom Meeting

<https://zoom.us/j/407913359>

Meeting ID: 407 913 359

Dial by your location:

+1 646 558 8656 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US

This will be a ZOOM meeting. Follow along with your computer or tablet. You can also call in using the phone number and meeting ID if you don't have access to a computer.

I invite you to read the attached Trip Invitation Letter. This letter has a lot of great information about our trip, including a sample itinerary of all the fun stuff the students will see and do. You can also view a **Washington D.C.** destination brochure by **[clicking here](#)**.

Please don't hesitate to send me an email if you have any questions. I look forward to seeing you at the meeting.

Sincerely

<<Program Leader Name>>