

# VIH PROGRAM - CEE TOOLS

## SENDING A CEE INVITATION

Make the subject line specific

**Subject:** You're Invited to Dancing around the World!

**Date:** Mon, September 24, 2012 8:49 am

**From:** "Team Member #1"

**To:** "Elizabeth Johnson-Campus Coordinator"

**Cc:** "Team Member #2" ,"Team Member #3" "Team Member #4" , "Team Member #5"

Include all team members in the email

In order to respect your campus coordinator's busy schedule, at least one month's notice is required for the invitation to be considered

Dear Ms. Johnson,

It is our pleasure to invite you to Dancing around the World, a one-night event that will showcase several radically different cultures in the form of dance. The show will begin at 7 pm in the William Foster Memorial Hall at Winston University.

Provide all event information at the start of the letter

As the Campus Coordinator of the VIH Program, you make up a very important part of the final event! In order to ensure your attendance, we have selected three potential event dates: December 7, January 11 and January 25. Please let us know which date works best for you at your earliest convenience. We hope to see you at the final event!

Offer 2-3 dates in order to ensure your coordinators' attendance

Begin and end your email in a professional manner

All the best,

[List Names]