

Email Invite –Confirmation

Below is a template you can cut and paste into the body of an email to send to your Mentor, Significant Other, and Principled Leader upon confirmation of your meeting after replacing the yellow highlighted sections with the appropriate information.

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Name,

Good Morning! Thanks for agreeing to meet with me on Date / Time to support my developmental actions.

I greatly look forward to our conversation.

Thank you!

Sincerely,

Name

Signature Block