

----- Original Message -----

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

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

From: "Team Member #1" <teammember1@chatham.edu>

To: "Jane Smith-Program Coordinator", "Elizabeth Johnson-Campus Coordinator"

Cc: "Team Member #2" <teammember2@pitt.edu>,"Team Member #3" <teammember3@pitt.edu>

"Team Member #4" <teammember4@andrew.cmu.edu>,"Team Member #5" <teammember5@duq.edu>

Dear Ms. Smith & 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.

As the Program Coordinator and 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!

All the best,

[List Names]

Comment [SW1]: Make the subject line specific.

Comment [SW2]: In order to respect your program/campus coordinator's busy schedule, at least one month's notice is required for the invitation to be considered.

Comment [SW3]: Send one email to both coordinators.

Comment [SW4]: Include all team members in the email.

Comment [SW5]: Address the Program Director and Campus Coordinator in a formal manner, using appropriate titles.

Comment [SW6]: Provide all event information at the start of the letter.

Comment [SW7]: Offer 2-3 dates in order to ensure your coordinators' attendance.

Comment [SW8]: Conclude the email in a professional manner.