

Applicant Training Confirmation Email | SAMPLE TEXT

To: [INSERT APPLICANT EMAIL ADDRESS]

From: [PROVINCIAL TRAINER EMAIL ADDRESS]

Email subject line: BC CRN It's Not Right! Community Presenter Training – Invitation and RSVP

Dear [NAME]:

Thank you for your interest in the BC CRN *It's Not Right!* (INR) program, and your application to become a Community Presenter.

Training in your area is scheduled for [DATE] from [TIMES] AT [LOCATION].

Please email your RSVP by [DATE]. In your response, please also indicate if you have dietary restrictions (for catering), and/or any special considerations we need to be aware of.

If the location of the training is more than a 60-minute commute to the venue, you may be eligible to have some of your expenses related to travel, accommodation, and meal reimbursed. Please contact me as soon as possible to discuss.

I look forward to spending the day with you, sharing the *It's Not Right!* program and engaging you in the role of INR Community Presenter.

Sincerely,

[Insert Name Here]

Provincial INR Trainer

BC Association of Community Response Networks (BC CRN)