**Acceptance Letter Template**

(DATE)

Dear (PARTICIPANT NAME),

We are pleased to inform you that you have been selected to participate in the (EVENT NAME, DATE, LOCATION). We are thrilled to have you as a part of this special experience. To confirm your participation in this event, please complete the following items and return by (DATE). A digital copy is acceptable for all items.

* Confirmation Page
* W9
* Photo Release
* Headshot for use on website
* Travel Form *\*Please return as soon as travel is confirmed.*

|  |  |
| --- | --- |
| Mail signed documents to: | (ADDRESS) |
| **Or** you may email signed documents to: | (EMAIL) |

Start and end times for the event have been confirmed, however we are in the process of finalizing internal details for this experience. Below is a draft agenda. A more detailed agenda will be sent directly to you within the next few weeks.

(INSERT DRAFT AGENDA)

Logistics

**Transportation:** You are responsible for booking your travel to and from the event. Please plan to arrive in (LOCATION, CITY, AIRPORT CODE) to be prepared for a (TIME, DATE) kickoff. Plan to depart (TIME, DATE).

**Event Location:** In addition to off-site tours, the primary meeting location for this event is (INSERT LOCATION).

**Hotel:** (INSERT HOTEL INFORMATION)

**Attire:** (INSERT ATTIRE INFORMATION)

**Meals:** The following meals will be provided for participants during the event: (INSERT MEAL INFORMATION)

**Stipend:** (INSERT STIPEND INFORMATION)

*We are thrilled to have you as a part of this experience.* If you have any questions, please do not hesitate to reach out.

Sincerely,

(NAME)

(ORGANIZATION)