**EXAMPLE EMAIL**

We can email your clients their letters on your behalf. We’ve included the email template we use below. If you would like to include a personal message, please complete the form on the next page and your message will be included in the black box.



**YOUR MESSAGE**

Please include your message in the box below:

[Your message here]

**Notes**:

* Please keep your message to 2-3 sentences.
* You message will appear in plain text.
* Please do not include any italics, bold or other formatting such as hyperlinks or pictures.