SAMPLE EMAIL TEMPLATE

Subject line: Special event invitation

I am very excited to share with you that on ..... , ... will be hosting a company-wide diabetes awareness day, called I Decide To Fight Diabetes, or "ID Day" for short.

(date and time) (company name)

You will learn easy-to-use tips on nutrition, exercise and how to make smart choices for a healthier, more active lifestyle.

ID Day is a day of action to show your support in the fight against diabetes. To participate, all you have to do is pledge $5 and wear your sneakers to work to show your support. Your contributions will support the American Diabetes Association's mission to prevent and cure diabetes and to improve the lives of all people affected by diabetes through research, information and advocacy.

For more information on how to sign up, feel free to email or call me at extension ..... with questions. Also, be sure to check out **diabetes.org/IDecide** for more information and other ways you can become a champion in the fight.

(phone extension)

Hope to see you there!

Best, ...

(HR manager name)

American Diabetes Association®

Cure • Care • Commitment®