Email templates

As you prepare for your network-building retreat, consider building off these templates to develop emails that encourage attendance and provide background materials in advance. You should modify them as you see fit.

“Save the date” template

**Subject: Save the Date for [Geographic area] Elder Fraud Prevention & Response Network Convening on [Date]**

Please join [list any stakeholders involved in planning group], and [Location]’s community stakeholders for a retreat to [develop/enhance] a network to prevent and respond to elder financial exploitation.

**Date**: [Date]

**Time**: [Time]

**Location**: [Location]

We are hosting this event to [create a new network / enhance the existing network] and strengthen collaborative working relationships to increase our community's capacity to prevent and respond to elder financial exploitation.

Please save the date. More details will follow in the next several weeks. Please also share this email with your contacts in law enforcement, social services, financial institutions, or with other interested parties and encourage them to reach out to us for an invitation.

If you have any questions, please contact us at [email address].

Sincerely,

[name]

Invitation template

**Subject: [Date] [Network Location, i.e., State or County Name] Elder Fraud Prevention & Response Network Retreat**

Join us at a meeting of representatives from public and private agencies and organizations to address the problem of elder financial exploitation in [Network Location]. We are planning to [develop a / strengthen our] professional network designed to fight elder financial exploitation, and we believe your insights and perspective would be valuable to this effort.

This invitation-only, closed press event will include an opportunity for attendees to discuss priorities and next steps for the network. Participating organizations and agencies include, but are not limited to, [list any key stakeholders that will be attending].

**In preparation for the meeting, please consider the following question:**How can [Network Location]’s elder justice stakeholders work together to address cases of elder financial exploitation?

**Date**: [Date]

**Time**: [Time]

**Location**: [Location]

**RSVP**: Please RSVP to [Name] at [email address]

**Meeting agenda**

* Meet and greet
* Welcome remarks by [Name, Organization]
* Introductions and background information
* Networking break
* Facilitated group exercises to determine network goals, priorities & next steps
* Networking lunch (brown-bag / provided by [Organization])
* Training/Presentation by [Name, Organization]
* Training/Presentation by [Name, Organization]
* Q&A session
* Next steps and wrap-up

**Parking and Logistics:**

Include any necessary parking, public transit, and/or accessibility information].
Please RSVP by email and send any questions to [email address].

Sincerely,

[name]

Reminder template

**Subject: Reminder for [Date] [Network Location] Elder Fraud Prevention & Response Network Retreat**

We look forward to your joining us on [date] to discuss the [development/enhancement] of a network designed to fight elder financial exploitation in [Location].

Expected participating organizations and agencies include: [list any key stakeholders that will be attending].

**Date**: [Date]

**Location**: [Location]

**RSVP**: Please RSVP to [Name] at [email address]

**Time**: [Time]

**Meeting agenda**

* Meet and greet: 8:30 – 9:00
* Welcome remarks: 9:00 – 9:15
[Speaker Name, Title, and Organization]
* Introductions: 9:15 – 9:45
* Background information: 9:45 – 10:15
* Networking break: 10:15 – 10:45
* Group exercises to determine goals, priorities and next steps: 10:45 – 12:30
Facilitated by [Facilitator Name]
* Lunch (bring your own / provided by [Organization], if applicable): 12:30 – 1:00
* Training/Presentation by [Organization Name]: 1:00 – 2:00
[Presenter Name, Title, and Organization]
* Training/Presentation by [Organization Name]: 2:00 – 3:00
[Presenter Name, Title, and Organization]
* Q&A session: 3:00 – 3:30
* Next steps and wrap-up: 3:30 – 4:00

**Parking and Logistics:**

Parking is available at [include logistical information here about parking, security or access codes, which door to enter, etc.].

If you have any questions or need more information, please email [email address].