

Good Morning Everyone,

I wanted to let everyone know that you are invited to attend my IEP meeting at Kalahari on \_\_\_\_\_, October \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_. The meeting will be held

in the convention center and I'll send out another e-mail of letting you know the meeting room once it gets assigned. Please let me know if you will be able to attend by responding to this e-mail. I hope to see everyone soon!

Sincerely,

Your Name

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