

Facilities email template

New Message

To:

Subject

Hi [name of manager],

Hope you're having a nice day.

I want to alert you to the fact that [your organization's name] is going to have a health fair for its employees on [date of health fair]. I'd like to schedule a time to briefly meet and discuss the following:

- (-) reserving venue
- (-) securing tables and chairs
- (-) ensuring electricity is available for vendors
- (-) ensuring you and/or your team can assist during the event

Let me know when you're available to meet or swing by my office. Also, feel free to give me a call between the hours of [hours that work best] on [days that work best].

Kind regards,

[your name]

Send