**Date Request Email Template**

*Stage: Sales – Dates & Logistics*

A close up of a logo

Description automatically generated

Hello CLIENT,

We’re excited that you’ve chosen to book a PROGRAM NAME workshop!  I will be your point of contact through this logistics process.

I understand that you are looking to book DESCRIPTION OF NEED.  Here are our available dates:

* MONTH: XX
* MONTH: XX

Once we have selected a date, our legal lead Charity Wilkins ([charity.wilkins@interaworks.com](mailto:charity.wilkins@interaworks.com)), will send over a contract to confirm via DocuSign. If you are unable to use DocuSign or have any concerns, we can also share the contract via email.

**Please note:** This program is for Outlook for PC users only. If you have participants on a Mac or Outlook Web Access (OWA), please let us know and we can recommend an alternative program to support those learners.

I look forward to hearing back from you and please let me know if you have any questions!

Thanks,