

Event Invitation - Email Template

Re: Upcoming [Company, Event name] next Friday 24th October

Dear Customers,

You're Invited: [Event name]

We are having an upcoming [Company] event next Friday 24th October.

This event is for new clients and those wanting to refresh their knowledge, understanding, and key considerations in supporting your goals.

Learning Objectives:

- Recognise the skills required for [Topic]
- Evaluate the benefits and considerations of [Topic]
- Collaborate effectively with [Company] to maximise outcomes
- Discover what's new in [Company] Product range
- Access resources to assist with [Topic]

Events Details

Date: Friday, 24th October 2025

Time: 9.30am – 11.30am

CPD: 2 hours of CPD-accredited

Location:

Cost:

Kindly register via the QR code on the flyer (attached) or via the link.

If you have any questions, feel free to email me directly [Your email].

Regards,

[Your Name]