Template 2a: Promotional Email for Multi System Workshop

Dear \_\_\_\_:

You are invited to participate in a workshop about the sustainable management of rural and small utilities.

At the workshop, you will conduct a guided self assessment of your system and identify areas for improvement that are critical to success at your utility. This self assessment will help you prioritize actions when resources are limited. You will also learn from other utilities that have faced similar challenges.

This X-hour interactive workshop will focus on ten key management areas of effectively managed utilities, which make up a framework for a complete and well-rounded management approach. By making operational improvements in any of these areas, your utility will be able to deliver increasingly efficient, higher quality services to your community.

**Sustainable Management of Rural and Small Systems Workshop**

DATE

START TIME – END TIME

LOCATION

WEBSITE (if applicable)

REGISTRATION INFORMATION (web link to registration survey, or request for information – name, contact information, etc., and registration deadline)

If you have any questions about this workshop, please contact NAME at EMAIL/PHONE.

We look forward to seeing you there!

Sincerely,

X