You are cordially invited to participate in the [INSERT EXERCISE NAME] on [INSERT DATE], at the [INSERT LOCATION]. Please mark [DATE] on your calendars.

[WHO] is pleased to invite you to attend the [INSERT EXERCISE NAME]. The purpose of this exercise is to [INSERT PURPOSE]. This [INSERT TIME]-hour long Tabletop Exercise will run from [INSERT TIME]. The first half of the Tabletop will be spent reviewing and confirming the information in [WHAT PLANS?] and the second part of the day will be spent [HOW?]. This exercise is appropriate for [WHAT GROUPS?].

[INSERT SCHEDULE]

To register for this event, please go to [WHAT WEBSITE?]. If you have any questions or concerns, please contact [WHO] at [WHAT EMAIL AND PHONE NUMBER].

We hope to see you in [MONTH OF EXERCISE]!

Sincerely,

[Name of Exercise Director]

[Contact Information]