

**Sample Email to send to new Small Group Members**

Email subject: Welcome to our or my Small Group!

Email body:

Hi \_\_\_\_\_\_\_\_\_\_\_ {person or couple’s name}

Thank you for signing up for (our or my) group! (I or We) meet on \_\_\_\_\_\_\_ {day of the week} from \_\_\_\_\_\_ {start & end time} at \_\_\_\_\_\_\_\_\_\_\_ {meeting location}.

If you click on this link it will give you a map of where we meet and you can get direction to the meeting {insert link for Google Maps}

Looking forward to meeting you at our first meeting on \_\_\_\_\_\_\_\_\_ {first meeting date}. Let me know if you have any further questions before we start.

Your name
Your email address
Your cell phone #