

<insert group member name>
<insert group member's address>



Alzheimer's Society
<insert local office address in black font>

Website: www.alzheimers.org.uk

Dear <insert name in black font>

Reminder about our next <insert group name> meeting

**The next meeting will be on <insert day, month, year and time>
at <insert venue address including street and post-code>**

We will be looking at: <insert topic/activity details – suggest 3 lines max>

Please let me know whether or not you can attend the next meeting,

<if your group is due to take a break or is approaching its end it might be helpful to mention this as part of managing group expectations>

I look forward to seeing you then.

Yours sincerely,

<insert name - it may be helpful to include your photo too>
Group Facilitator, Alzheimer's Society

<insert phone number>
<insert email address>