**Email Everyone who Missed the Meeting**

**Subject:**

I missed you at the trip meeting

**Email Body:**

Dear [Parent Name],

We missed you at our trip meeting last night! I want to make sure you have the answers you need to feel comfortable about our [Costa Rica] trip, so please don’t hesitate to reach out to me or to ACIS with any questions or concerns you have about the program.

You can find all the program information at our customized Trip Site [insert tripsite URL here.]

I am really excited for this trip and hope your child will be able to join us. I hope to hear from you.

Sincerely,

[Name]