**Invitation Email**

**Subject:**

Informational Meeting about an Upcoming Student Trip!

**Email Body:**

Hello,

I am excited to announce that I will be leading a group of students to [Costa Rica] next [spring]. The tour will be operated by ACIS, the nation's leading sponsor of educational trips. (hyperlink acis to acis.com)

I will be hosting an informational meeting on [date and time] at [location] to share more details of the trip. Please let me know if you can make it.

Sincerely,

[Name]