**Tomorrow's Our Meeting Reminder Email**

**Subject:**

Tomorrow's our meeting

**Email Body:**

Dear [Name],

Here is a quick reminder that tomorrow is our meeting for my upcoming [Costa Rica] trip!

Where: [provide all the information necessary including classroom number and directions if appropriate]

When: [Date and time]

The meeting will be around an hour. I will review the full itinerary, introduce ACIS and why I believe they are the best choice to operate our program, and explain the price and deadlines. If your plans have changed and you are no longer able to attend, please let me know and we can schedule another time to talk.

I look forward to seeing you,

[Name]