# Template 1a: Promotional Email for Multi-System Workshop

Dear \_\_\_\_:

You are invited to participate in a workshop about the sustainable management of rural and small utilities.

At the workshop, you will conduct a guided self-assessment of your system and identify areas for improvement that are critical to success at your utility. This self-assessment will help you prioritize actions when resources are limited. You will also learn from other utilities that have faced similar challenges.

This X-hour interactive workshop will focus on ten key management areas of effectively managed utilities, which make up a framework for a complete and well-rounded management approach. By making operational improvements in any of these areas, your utility will be able to deliver increasingly efficient, higher quality services to your community.

**Sustainable Management of Rural and Small Systems Workshop**

DATE

START TIME – END TIME

LOCATION

WEBSITE (if applicable)

REGISTRATION INFORMATION (web link to registration survey, or request for information – name, contact information, etc., and registration deadline)

If you have any questions about this workshop, please contact NAME at EMAIL/PHONE.

We look forward to seeing you there!

Sincerely,

X