HELPSHEET: EMAIL INVITE TEMPLATE

Below is a sample of an email that you could use to invite people to contribute to a Memory Box. Feel free to use and modify this for your own situation….

*Hi Julie,*

*Did you know it’s John’s 60th Birthday coming up in April?*

*I’ve found this great gift for him that I know will be just perfect to raise a smile and provide something he’ll really cherish.*

*It’s an interactive memory box that enables family and friends to contribute memories and greetings in the form of a photo and a short voice recording.*

*As one of John’s close friends, I’d be really grateful if you could contribute something to the Box!*

*All you need to do is:*

1. *Find a suitable photo (or take a new one),*
2. *Scan it (you can use your phone to take a picture of the picture if needed)*
3. *Create a short voice recording of your greeting - about 2 minutes is plenty (again you can use your smartphone to record).*

*Perhaps you have a special memory of John during your friendship? Or you may just want to record a Birthday Greeting?*

*If you could send the photo and recording to me by the end of August, that would be great. Please let me know if you need any help.*

*You can find more details of the box here:* [*www.memorybox.life*](http://www.memorybox.life)*. (There are also helpful hints and tips to support with your recording if you need them).*

*I can’t wait to hear from you!*

*Thanks,*

*Me*