



SIMPSON STRONG-TIE® COMPANY, INC.

The World's "No Equal" Structural Connector Company

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SAMPLE BOX LUNCH Confirmation letter

**Copy and paste into your own email, change as necessary
and add the URL's provided to you**

Name
Company
Address
City, State, Zip

Dear, Mr. or Ms. Customer,

I am writing to confirm our offer to provide your firm with a box lunch training presentation at your location. Please see the specifics below:

Date: Time:
Location:
Topic:
Number of expected attendees:

As part of our accreditation with IACET to offer CEU's, we must maintain a roster of attendees. Each attendee must complete a post training test in order to earn their credits. To help expedite the registration process, and allow me to have a better understanding of how many people to expect, attendees should self-register for this private event by following the link provided in this letter, logging on or setting up an account for themselves. Optionally, a group registration could be performed by an administrator, or we could use a sign-in sheet to post enroll the attendees.

There are some items about the training that need to be disclosed, and we provide this information on our [On-line Training Center](#). Please pass along the provided link for your private training to all prospective attendees.

Once the training is complete, each attendee will receive an email confirming their attendance and providing them with the necessary information to complete the on-line test, and print their own certificates. Each person will need to self-report their credits to their appropriate governing agency.

URL link to your private event

If this link does not work, please copy and paste the following into your browser:
http://.....

If you have any questions, please don't hesitate to contact me.