<FULL NAME> 8 March 2024

<CLUB>

Dear <FIRST NAME>,

***RE: Surf Life Saving - XXX Program***

**Congratulations**, you have been selected as a participant for the XXX Program. This year’s program will involve approximately XX lifesavers, just like you, from across <BRANCH> as well as a support team of more than XX experienced lifesavers and special guests.

The program will be held at LOCATION AND PROGRAM DATES.

The program will be jam-packed full of learning activities that will call on your lifesaving knowledge and teamwork skills, challenge you physically and mentally as well as giving you the opportunity to further develop gaining additional lifesaving qualifications.

Over the coming weeks you will receive an email with further program information including arrival and departure time, what to pack, and any other relevant information. There will also be a parent/guardian information night on XX which requires attendance by one parent/guardian per participant.

We would ask that in accepting this offer that you commit to attending the program in its entirety, and note that if you withdraw your position, you will be charged the **full amount** for the program. However, your club will have until the XXX to find a replacement to attend on your behalf. If you accept this, please fill out the following survey by XXX: <INSERT LINK>

If you have any additional questions, please do not hesitate to contact <NAME, POSITION, PHONE & EMAIL>

Once again, we would like to congratulate you on being selected as a participant on the program. We look forward to meeting you.

Kind Regards,

INSERT PROGRAM COORDIANTOR NAME, POSITION & SIGNATURE