<Enter date>

<Add your logo here>

Dear <………….>

Thank you for making the time to attend our <group> on <date and location>! We are excited to be working with you.

**Travel and accommodation**

Please find enclosed your <flight details (if applicable)> and taxi vouchers. Please return any taxi vouchers you do not need at the focus group.

Accommodation has been booked for you at:

<Hotel name>

<Hotel address>

<Hotel phone number>

<Hotel details, e.g. Breakfast is included in your stay, but please note this is at the buffet in the restaurant, not room service. Please remember any mini bar expenses are not included and will need to be paid by you at checkout.>

<Location details, e.g. Your hotel is close to Rundle Mall and Rundle Street for shopping and restaurants. There are also some nice little restaurants on Leigh and Peel Streets which are about a 10-minute walk from your hotel, and the Botanic Gardens are a 10-15-minute walk away. Make sure you ask the hotel reception for a map and other suggestions if you wish!>

**Remuneration and reimbursement**

We have transferred some money to you to you cover any meals not provided, plus incidentals such as phone calls home, forgotten toothbrushes, etc. We will have remuneration forms for you to complete at the end of the group to pay you for your time, and any additional costs such as car parking or childcare.

**The <Group>**

The < group> will be held in the <venue room> at:

<Venue>

<Venue address>

The < group> will be about our <topic/theme/purpose>. Please see the ‘group preparation’ document enclosed for more information.

Please also find the agenda enclosed for your information.

**<Extra items e.g. Dinner on Thursday>**

<Include venue and booking details as well as how to get there.> It will be a great opportunity to relax and debrief. I will be joining you.

**If you need us**

<Name and mobile number>

<Name and mobile number>

Please don’t hesitate to call or email <your name/colleague names> if you have any questions at all. We hope to create a safe and empowering environment for you to work with us. We are here to support you and we also welcome any feedback or suggestions you have along the way.

Kind Regards,

<Your name>

<Your title>

Enclosed:

* <Flight details>
* <Map>
* <Taxi vouchers>
* <Agenda>
* <Group preparation>