

ORGANIZATION NAME PROGRAM NAME

Missed Workshop Notice

Date

IDA Participant Name

Address

City, State Zip Code

Dear *IDA Participant Name*,

We missed you last week at the **NAME** workshop this week and thought you might appreciate receiving the materials that were handed out at the workshop.

Enclosed you'll find:

- *Workshop Material*
- *Workshop Material*
- *Workshop Material*

Please feel free to call **Program Coordinator** or **Workshop Facilitator** if you'd like to talk about any of the materials or have any questions.

As a reminder, you must attend this workshop to satisfy your Savings Plan Agreement. The next workshop is *date and time of next NAME workshop*. Please remember to bring your *workshop homework assignments* with you to class. See you then!

Sincerely,

Program Staff NAME

TITLE