Dear [insert name]:

I’m writing to remind you of our upcoming small-group conversation on the findings of the [SU Climate Assessment Survey](http://survey.syr.edu). It’s [insert day, date and time] at [insert location].

If you want to look at the survey report executive summary or the full survey report, you can find both on [MySlice](https://myslice.syr.edu/).

Thanks in advance participating. I look forward to us getting together.

[insert name and title]