

NAMI <STATE>

Letterhead

Susan Smith-Jones
P.O. Box 1000
Anywhere, 00000

Dear Ms. Smith-Jones:

We are so pleased that you are going to be attending our next NAMI Basics Course. Classes begin Tuesday August 1 and will be held at the Anywhere Public Library in the Community Room. We will meet from 6:30 to 8:30 for six consecutive Tuesdays with our last class taking place Tuesday September 12.

You do not have to bring anything with you to class. We will provide you with a binder for the handouts used in this class and additional resource information that you will receive.

If you have any questions before class begins, please contact either of us or call the NAMI <STATE> office. You can reach the NAMI office at 000-999-4444 and our phone numbers are listed below our names.

We look forward to seeing you August 1!

Sincerely,

Teacher #1
555-222-3333

Teacher #2
555-222-4444