SUBJECT: Final information for the FEP in LOCACITON

Dear {FirstName},

Dear {FirstName},

Dear {FirstName},

Please find following the final information for LOCATION:   
 **Program**   
Attached please find the FEP Program.

**Pre-assessment online report**   
Pre-course assessments will be distributed on site for the pre-course.  
 **Pre-course meeting**   
DAY, XX MONTH **at XX:XX pm in the lobby.**

**Transportation from the airport**

Please be informed that pick-ups have been arranged for you. Please read the following instructions from the hotel on arrival:

***Terminal 1 Arrival Meeting Point:*** Our Chauffeur will be waiting outside the arrival hall with a hotel paging board, on the board will be written HOTEL NAME. Please note that guest name will not be on the board; guest will need to identify himself to the chauffeur who will assist him with the transfer.

**Transportation to the airport**

We will arrange your preferred pick-up time to the airport directly with the hotel on site.

**Hotel/Venue**

Your hotel room is booked for XX nights from Month DD—MONTH DD, YEAR at the following hotel:

Hotel XXXX

Address

Country

Phone

If you have any questions then please contact me.  
   
In LOCATION you can reach me on my mobile: +XXXX XX XXX XX XX  
    
With best regards   
   
FEP ORGANIZER FIRSTNAME