

[Date]

Dear [Participant Name],

Congratulations on your upcoming journey to [Destination Name]! We are excited to support you as you prepare for this experience.

To ensure you are fully prepared for your travel and stay, you are cordially invited to attend the mandatory Pre-Departure Briefing. This session will cover essential information regarding travel logistics, health and safety protocols, cultural orientation, and program expectations.

Briefing Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Virtual Meeting Link]
- **Facilitator:** [Name of Facilitator]

Please bring a notebook and any specific questions you may have. We will also be distributing [mention any materials like handbooks or kits] during this session.

Kindly confirm your attendance by [RSVP Date] by replying to this email or clicking the link below:

[RSVP Link/Contact Info]

We look forward to seeing you there and helping you make the most of your international experience.

Best regards,

[Your Name]

[Your Title]

[Organization Name]