

Pre-Enrollment Discussion Session Arrangement

Dear [Recipient's Name],

I hope this message finds you well. We are pleased to inform you about an upcoming pre-enrollment discussion session designed to provide you with important information regarding the enrollment process for [Program/Course Name].

Details of the session are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Venue/Link for Virtual Session]
- **Duration:** Approximately [Insert Duration]

During this session, we will cover:

- Overview of the enrollment process
- Program details and requirements
- Q&A session to address your queries

Please confirm your attendance by replying to this email by [RSVP Date]. We look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]