**REJECTION EMAIL TEMPLATE:**

Dear {name},

Thank you for applying for the {programme name}, powered by {funder name}. We had many applications for the programme, and unfortunately cannot accept everyone.

Unfortunately, you have not been accepted on the programme but we’d like to keep you on our mailing list and keep you updated for future programmes at {hub name}.

If you don’t already, please also follow us on social media to keep updated on our news. {add social media links}

We wish you all the best on your business journey.

Kind Regards

**ACCEPTANCE EMAIL TEMPLATE**

Dear {name},

Thank you for applying for the {programme name}, powered by {funder name}. This is to inform you that you have been accepted into the programme - welcome to the Launch League!

During the {programme name}, you’ll join 14 other entrepreneurs with new businesses or ideas on a {add some detail on the programme, i.e. 5-week learning experience...}.

* {dates and time}
* {Venue name}
* {Google Map link}
* {what to bring or any special instructions

Please arrive at {time} for registration and a light breakfast on {start date}. We will provide lunch and refreshments on both days. The programme does not provide any stipends for travel costs.

MEETUPs

We will agree on the meetup day and time together at the bootcamp. The first meetup will commence in the week of 9 March.

PRE-PROGRAMME SURVEY

You will receive an email with more information on the programme as well as what information and documents you will need to bring with you. You will also receive a link to a pre-programme survey, which we would like you to complete as soon as possible and before the programme begins,

We look forward to welcoming you to the Launch League!

**Please reply to this email to confirm your place in the programme by {ENTER DATE}**.

We had a large number of applications for the programme and if you are unable to attend, we would like to offer your place to someone else.

**PRE-PROGRAMME EMAIL TEMPLATE**

Dear {First Name},

We are so excited to welcome you to the Launch League!

The {programme name} will equip you with knowledge and tools to start up your business, and connect you with a group of entrepreneurs to support your journey and share your experience.

*Please note that you are required to attend all the sessions of the programme.*

{Some more details about the programme and why it will be fun and valuable.}

**Before you arrive at the first session**, please take 15 minutes to fill out our survey. This is so that we better understand you and your business.

**CLICK HERE TO TAKE THE SURVEY NOW.** {Hyperlink with survey link}

Session 1: {Insert day and date}

**Please arrive at 8am** for registration. We will be serving tea, coffee and a light breakfast.

We will start the bootcamp at 9am, and we will **end at 5pm**.

Session 2: {Insert day and date}

**Please arrive at 8.30am** for registration.

We will start the bootcamp at 9am, and we will **end at 5pm**.

We will serve lunch and refreshments during the two days.

Please bring a pen and a notebook.

Venue: {Add venue and transport details here}

See you then! Please reply to this email or call on {enter phone number} if you have any questions.

Kind Regards,

{Facilitator name} and the {Hub name} Team

**WHATSAPP BROADCAST TEMPLATE**

Welcome to the {programme name! We’re very excited to welcome you to the bootcamp on {enter day}. We have sent you an email with some of the details, and also the pre-programme survey.

Please will you take 15 minutes to complete this survey \*before you arrive at the venue\*. Complete the survey now -- {survey link}

If you have any questions, please let me know.

Thanks, {Facilitator’s name}