**Dear xxx**

Thank you for confirming your attendance at the Warp It training workshop.

On XYZ at XYZ.

The session will last about an hour.

**Before you arrive: Please have a look around your office and take a note of any item/s that are surplus to requirements. Note the condition, description, size and any other pertinent info.**

**Bring this info to the session and we will show you how to add the details to the system so that someone else can claim the item.**

As a small incentive for this task we will also be adding xyz bars of chocolate to the system. As part of your training you will claim a bar!

Pick up your chocolate in the training session! See you there!

Yours sincerely

[Key contact]