**Sample Invite Email – “U.S. Fish and Wildlife Service Law Enforcement Training System”**

Greetings,

Congratulations for being nominated to attend the 20## [insert course name]. The United States Fish and Wildlife Service (USFWS), Office of Law Enforcement (OLE), Branch of Training and Inspection (BTI) will host this event.

We understand some participants are still being vetted through the United States embassies for approval to participate and others may currently be nominated as “alternates,” but because of the short amount of time before the training begins, we wanted to begin to collect the necessary information. Nominees will be notified once final approval has been obtained.

Attached you will find a participant registration, biographical request, an adaptive leadership challenge and a participant information bulletin. If you have any questions or need clarification on anything, please let us know and we will assist you.  If you have any trouble opening this type of document, you can advise us and we will send the documents in a different manner.

The USFWS is collecting the following registration information for administrative and record keeping purposes. Please click on the link below and accurately complete all the required information in the registration form. Your personally identifiable information will be protected according to Federal regulation.

**[INSERT ACADIS LINK HERE]**

Please email your **biography and attach a recent photo immediately**. This information will be included in a reference document for all of the [course name] participants and instructors. An example is attached to this email for your reference. [**FWHQ\_ICCA@fws.gov**](mailto:FWHQ_ICCA@fws.gov)

Participants will be assigned to a peer group for the duration of the program. You will be notified of your assigned team after we receive your registration form. You will note in the participant bulletin that there is an assignment “adaptive leadership challenge” that must be completed before the program begins. Please complete the **adaptive leadership challenge by [date]** and send to [FWHQ\_ICCA@fws.gov](mailto:FWHQ_ICCA@fws.gov)

Lastly, we have a great program planned and are looking forward to hosting you in [MONTH].

Respectfully,

[Course Administrator]