*Sample MSS Pre-Class Letter*

[Date]

Maximizing Social Security

Registrar

[Your address]

[City, St, Zip]

[Recipient Name]

[Address]

[City, St, Zip]

Dear [recipient name]:

Thank you for registering for the Maximizing Social Security course at [location], on [day, date] from [times].

You will receive all the course materials when you arrive on [day] including a “Maximizing Social Security Workbook”.

We ask that you would please arrive 10 minutes early to the first class in order to complete your registration, fill out your “Course Goals” form, and receive your syllabus and course materials. This will allow the instructor to begin on time.

For the record: Your course tuition was [$] and you have paid [$] and owe a balance of [$] which you can bring with you to the class. If you would like to bring a guest, please call [phone number] to register.

Again, thank you for your participation in this course.

Sincerely,

Registrar