## Week of April 24 ${ }^{\text {th }}$

Email to schedule final meeting
Hi $\qquad$
I am looking to find a time for us to meet one final time before summer break. Below is my availability please email me back to let me know what day and time works best for you.
\{INSERT AVAILABLE DAYS + TIMES\}
I look forward to meeting you next week!
Sincerely,

