Hello, [FIRST\_NAME]!

On behalf of the Center for Teaching and Learning and the [DIVISION] division, I want to let you know that your work as a [DEPARTMENT] instructor is invaluable. Our students’ experience at Longview is directly impacted by your good work, so we want to thank you by honoring you at our Adjunct Appreciation Reception.

Please see the attachment for your invitation to an afternoon honoring YOU.

We are excited to see you there!

Casey