{stdlongdate} Organization ID: {stdOrgCodeId}

{qu ContactNameAdr}

{qu OrgName}

{qu ContactAdrCorStreet1}

{x qu ContactAdrCorStreet2}

{qu ContactAdrCorCity} {qu ContactAdrCorState} {qu ContactAdrCorZip}

**RE: Pre-Retirement Education Program**

Dear {qu ContactNameAdr}:

We regret to inform you that {qu Date1} has already been reserved for a Pre-Retirement Education Programs (PREP). Our schedule allows for NDPERS to conduct one program per month. We offer this program on a first come first serve basis.

As of {stdDate}, {qu Date2} is still available. Please review your schedule and contact NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber} if you would like to schedule a program for an alternate date.

Thank you for your request.

Sincerely,

NDPERS Administrative Service Division