{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**Subject:** **NDPERS Pre-Retirement Education Program (PREP)**

Dear { stdOCSalutation}:

This is a reminder that the NDPERS sponsored PREP is schedule for {SeminarStartDateDay1} at the {SeminarLocation}.

Enclosed is the program agenda. NDPERS has {CountOfAttendees} employees and {CountofGuests} guests registered.

If you have any questions, please contact NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber}.

Sincerely,

NDPERS Administrative Services Division