Hi [name],

I hope this email finds you well. I wanted to reach out to make sure you and your team knew about the upcoming Association for Commuter Transportation (ACT) International Conference taking place in New Orleans the first week of August: [https://www.actweb.org/events/39th-act-annual-international-conference](https://www.actweb.org/events/39th-act-annual-international-conference#overview).

We’re excited to be in New Orleans this summer for learning, networking, and [highlight an aspect of the conference they’d enjoy]. We’d love to have you and your team come hear about what colleagues around the world are doing. I wanted to make sure to reach out before [*Price break name* ends on *date*]. It’s a fun and collaborative conference that brings a great group of people together.

I’m happy to answer any questions you may have and I hope to see you in New Orleans!

Best,

[Your name]