***Use with the Events Grid> Actions>Print/Email Mail Merge.***

**{MERGEFIELD Today’s Date}**

**{MERGEFIELD Envelope Salutation}**

**{MERGEFIELD Address 1}** {**MERGEFIELD Address 2}**

**{MERGEFIELD City}**, {**MERGEFIELD State}** {**MERGEFIELD Zip}**

Dear **{MERGEFIELD Informal Salutation}**,

Thank you for your event purchase. We are delighted you will be joining us for **{MERGEFIELD Event Name}**. Your payment of **{MERGEFIELD Amount Paid \# $,#.00}** for **{MERGEFIELD Quantity}** of **{MERGEFIELD Ticket Level}(**s) is greatly appreciated.

We look forward to seeing you soon.

Sincerely,

Executive Director

Organization Name