***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 registration. We are delighted you will be joining us for **{MERGEFIELD Event Name}**. We noted there is an outstanding balance of **{MERGEFIELD Amount Due \# $,#.00}** for this event. Please submit your check to the address below or call our office at 999-555-1212 to make your payment with a credit card.

INVOICE DETAILS:

Transaction Date: **{MERGEFIELD Date \@ "MMMM dd, yyyy"}**

Amount Paid: **{MERGEFIELD Amount Paid \# $,#.00}**

Amount Due: **{MERGEFIELD Amount Due \# $,#.00}**

Mail check to:

Organization

Address

City, State, Zip

We look forward to seeing you soon.

Sincerely,

Executive Director

Organization Name