Mass Email Template

Fill out the short form below, then input your message into the email body**.** Then attach this form to your email case.

**Subject Line:** Enter subject line here

**Pre Header:** Enter a line previewing what your email is about to display below email subject line

**Vice President Name:**

**Vice President Title:**

**From:**

**Audience:**

**Distribution Date & Time:** Date of send| Time of send example: 8:30AM

**A picture containing text

Description automatically generated**

**This message to has been approved**

**by , .**

Enter text for mass email