**Subject: Love Your Heart Contact for Supply Pick-Ups**

Good Afternoon!

Love Your Heart is right around the corner! I just wanted to contact you to let you know Love Your Heart site hosts will be coming to pick up supplies from our office next week.

Please direct them to:

[Name]

[Date]

[Time]

[Address]

[Email]

[Phone]

We are hosting a training on [Day], [Date], and we are hoping most sites will pick up their supplies on this day. However, some partner sites may be coming to pick up their supplies on alternate days. I will be coordinating with you as I become aware of scheduled pick-ups and will ensure a customized bag is ready to hand off to the appropriate organization.

Each standard bag will include enough materials for about 50 participants (English/Spanish blood pressure guides, English/Spanish heart health tips, English/Spanish consent forms, stickers, and magnets) and two posters each in English and Spanish. Sites will notify us ahead of time if they will need additional supplies and we will already have this added to their bag.

Please let us know if you have any questions or concerns. We greatly appreciate your help!

Thank you again for supporting 2018 Love Your Heart!

Name, Title

Contact Information