**TIPS FOR USING THIS EMAIL TEMPLATE**

1. Add your personal greeting and contact info below. To preserve the formatting, either type the info into the text fields or Paste > **Keep Text Only** info into each text field separately.
2. Copy the entire table (click the crosshairs at the top left of the gray box).
3. Paste > **Keep Source Formatting** into Outlook.

**Canned Email**

Suggested subject line: **April is Financial Literacy Month**

Suggested preheader: **It's time to establish fresh financial habits**

|  |
| --- |
|  |
|  |
| April is Financial Literacy Month and a great time to dig into what you know about financial matters and where you have room to grow. Together, we can take advantage of this special month and commit to learning more.  A special website has been created to help you spring into action on your financial journey, including tools and educational materials. |
|  |