**Sample email for you to send to your customers**

To: <Rep Customer>

From: <Your Greenheck Rep>

Subject: Greenheck’s Virtual HVAC University Classes

We are excited to inform you that Greenheck is offering virtual HVAC University classes.

Several one-hour classes on different topics are presented monthly. The classes are presented live by Greenheck industry experts, qualify for one Professional Development Hour (PDH), and utilize multimedia to enhance your virtual learning experience.

The February 2024 schedule includes:

* February 7, 12-1 p.m. CST – Proper Application and Specification of Ceiling Radiation Dampers and Ceiling Radiation Damper/Ceiling Exhaust Fan Combinations
* February 21, 12-1 p.m. CST – Conditioning High Percentages and 100% Outdoor Air

Additional classes will be posted on Greenheck.com>Resources>Education>HVAC University.

To attend, simply reply to this email with the classes that you are interested in. You will receive a calendar reminder and registration link for each class from [do\_not\_reply@on24event.com](mailto:do_not_reply@on24event.com). Follow the instructions in the email to register. A reminder email with a link to the class will also be sent to you 2 hours prior to the start of the event.

Please see the attached flyer for more information on virtual HVAC University. As always, advise if we can be of assistance, and thank you for the opportunity to be of service.

Kind regards,

Your Greenheck Rep