**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 March 2023 schedule includes:

* March 15, 12-1 p.m., CDT – Conditioning High and 100% Outdoor Air
* March 16, 12-1 p.m., CDT – HVLS Fan Design and Application
* March 27, 12-1 p.m., CDT – Ventilation Strategies Utilizing Ceiling Exhaust and Bathroom Exhaust Fans to Meet Indoor Air Quality Requirements

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

To attend, simply reply to this email with the classes you that are interested in. You will receive a calendar reminder and registration link for each class from [no-reply@perigonlive.com](mailto:no-reply@perigonlive.com). Follow the instructions in the email to register. A reminder email with a link to the class will also be sent to you 30 minutes 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