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| Subject: TELOS - Academic Classes for Retirees - Summer Registration begins (XXXdate) [Make up your own subject line, depending on who you are writing to.]I have been so excited about [my discovery of]\* TELOS classes and community, I thought you might like to consider taking a class this summer. TELOS is Bellevue College’s Continuing Education program for retirees and semi-retired adults. The summer quarter class list is not final but the attached overview will give you an excellent idea of what is typically offered. If any of these interest you, give me a call and I’ll tell you what I know about the class. [see alternate versions below]Registration begins [date]. TELOS will hold an open house with instructors on June XX to give a brief overview of the classes. It gives anyone who wants an opportunity to size up the instructors and learn what each course will be about.  I think the instructors will impress you.   Please come and join me there – light snacks and coffee served afterwards.Call me with questions – I can tell you about my courses and instructors, and help you with online registration if you like.\*\*\*\*\*\*\*\*Optional:  Useful links to includeTELOS Student Organization (TSO) web site: <http://studentweb.bellevuecollege.edu/telos-tso/>TSO on Facebook: <http://facebook.com/TSO.TELOS>Instructor biographies:<http://studentweb.bellevuecollege.edu/telos-tso/instructor-bios/> |

\*If the sender is new to TELOS, as Sandi is.

Detailed alternate – more formal:

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| As soon as the full class listing is available online, links to course descriptions and registration will be posted here: <http://www.bellevuecollege.edu/ce/retiree-programs/>.  TELOS courses are also described in BC’s Continuing Education course catalog, which will be available soon after the classes are posted online. [If they are in our service area, they should get a catalog in the mail, so we can tell them to watch for it.] |