**HOW TO FORWARD OUR ENEWSLETTER**

**Option 1: Generic**

Dear Friends,

As you may know, I have been involved with the Richmond Orchestra and Chorus for some time and it is one of Canada’s finest community music organizations.

I am forwarding this email to let you know about our upcoming concerts that will feature a wonderful collection of music performed by an incredible ensemble.

If you would like to purchase tickets for this event, please visit www.roca.ca or if you prefer to order your tickets by phone, feel free to call our Administrator, Meghan Verdejo at 604-276-2747 and she can take your order.

I hope to see you there!

**Option 2: Specific and Detailed – Ceremony of Carols**

Dear Friends,

As you may know, I have been involved with the Richmond Orchestra and Chorus for some time and it is one of Canada’s finest community music organizations.

I am forwarding this email to let you know about our upcoming concerts **“Ceremony of Carols”** on December 10 and December 11, 2016 that will feature a wonderful collection of Christmas music performed by the Richmond Chorus and conducted by artistic director Brigid Coult.

If you would like to purchase tickets for this event, please visit [www.roca.ca](file:///C:\Users\User\Desktop\www.roca.ca) or if you prefer to order your tickets by phone, feel free to call our administrator, Meghan Verdejo at **604-276-2747** and she can take your order over the phone.

I hope to see you there!