**Suggested wording for E mail**

Dear Colleague,

I am emailing you following the announcement which was made on ***[date]*** regarding the launch of the Formal ***[consultation name]*** Consultation.

An information pack has been made available for you and can be accessed here: ***[weblink]***

The information pack contains copies of the following documents:

(\* Delete as appropriate)

* \*Launch presentation delivered on ***[date]***
* \*Consultation document detailing the proposals
* \*FAQ Document

You should use the above link to keep yourself up to date with how the consultation is progressing.

Take time to read through the information available which should answer any questions that you may have. However, if you do have any further queries, submit these to ***[consultation email address]***.

Kind regards

***[\*E mail signature OR \*Name and Job Title of sender]***