

[Insert date}

Dear ---------------:

Please complete a VIA strengths inventory before our session. You can find the survey at [https://www.viacharacter.org/](https://urldefense.com/v3/__https:/www.viacharacter.org/__;!!HMCOyEk!O_cdMuBB7FCdamKGJepIAFnLdcJcdLb00ujcicA3XmBtCZ3zEKE1vug9f6LTPDpBWz6C$).

Click on Take the free survey. You’ll be prompted to register before you can get started.

Once you’ve registered, it takes less than 15 minutes to complete the survey. If you log out before you’ve completed the survey, your answers will be saved so you can log back in and complete it at any time.

Once completed, you’ll receive a free inventory of your strengths.

Please note there are other options to pay for additional reporting which you don’t need for this session.

Please bring your report to the session. You can do this digitally as a photo on your phone or write down your top 3 strengths.

[In this section, the organizer is to share information about the date, time and location if the session will be held in person. If the session will be facilitated virtually, include the date, time and link.]

If you have any questions, please feel free to respond directly to this email.

Thank you,

[Organizer]