**CORE/TORCH Meeting Email Templates**

**Meeting Set-up**

Hi everyone,

On behalf of [care home] team, I am writing to arrange an LTCI Physician and Care Home Quality meeting with [care home] in [month]:

Please complete the attached Doodle poll or let me know by replying to this email which of the following times and dates would work best for you.

A quick response by [date] would be appreciated.

Kind regards,

**Date Finalization / Meeting Set-up Email (sent by Outlook meeting invite)**

Hi everyone,

Thank you all for responding swiftly to the [care home] CORE/TORCH meeting poll. The best day for everyone to meet is [date at time] (day of week), via [Zoom and/or at in-person location]. The agenda will be sent out with a reminder closer to the date. Please let me know if there is anything you would like added to it.

[Add Zoom, Teams or Webex link]

Kind regards,