**Maternal Health Newsletter Event Submission Template**

**Subject:** Event Submission for Maternal Health Newsletter

Dear [Recipient's Name],

I hope you're doing well! I would like to submit the following event for inclusion in the **Maternal Health Newsletter**. Please find the details below:

**Event Details**

* **Event Title:** [Insert Event Name]
* **Date & Time:** [Insert Date and Time]
* **Location (if applicable):** [Insert Venue Name & Address / Virtual Link]
* **Event Description:** [Provide a brief summary of the event, including purpose, key details, and who it’s for]
* **Registration/More Information:** [Insert event link]

**Attachments**

* **Flyer (Preferred Format: PDF)**: [Attach PDF]
* **Alternate Format (JPEG if PDF is unavailable)**: [Attach JPEG]
* **Language Availability:**
	+ Spanish version: [Attach if available]
	+ Haitian Creole version: [Attach if available]

📌 **If a flyer is not available in PDF or JPEG format, please provide a brief paragraph describing the flyer, including key event details, branding elements, and any visuals or logos included.**

Please let me know if you need any additional information. Thank you for your support in spreading the word!

Best regards,
[Your Name]
[Your Organization]
[Your Contact Information]