

# Correspondence

Sample emails and communications for planning and coordinating CommsLabs events, including templates for logistics, coordination, and safety information, streamline the process.

- **Sample CommsLabs Emails & Comms:** a compilation of sample emails and communications for CommsLabs planning and logistics coordination.
- **Additional relevant samples:** South Africa Draft Agenda, Logistics & Safety Email to Participants for CommsLabs Co-Design session.

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