

**DISCLAIMER: THIS SAMPLE CORRESPONDENCE IS FOR INFORMATIONAL AND EDUCATIONAL PURPOSES ONLY. THIS DOCUMENT IS NOT AND SHOULD NOT BE CONSIDERED LEGAL ADVICE. IF YOU NEED LEGAL HELP PLEASE CONSULT A LICENSED ATTORNEY WHO MAY REVIEW ALL THE RELEVANT FACTS AND CIRCUMSTANCES OF YOUR SITUATION.**

Dear [Insert event/missions name here] Participants -

Like you, [Enter Organization Name] is closely monitoring the developments of the coronavirus (COVID-19). The safety and health of all [event name] participants and [organization name] professionals is of paramount importance.

There are many unknowns about how and where the Coronavirus is spreading, and we are monitoring this situation on a daily basis.

At this time, the [enter event name] is still scheduled to go forward as planned. However, should the situation warrant, [enter organization name] will inform participants immediately if another decision is made.

While we move forward with our plans, we encourage each participant to make their own decision regarding travel.

Under [enter organization name's] cancellation policy, [enter specifics of your cancellation policy regarding registration fees etc]

We encourage you to refer to the following publicly available resources for further information:

**The World Health Organization:**

<https://www.who.int/>

**The United States Center for Disease Control and Prevention:**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

**The U.S. Department of State – Travel Advisories:**

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html.html>

**The Israeli Ministry of Health:**

[https://govextra.gov.il/ministry-of-health/corona/corona-virus/?gclid=EAlaIQobChMlv-inktXn5wIVjLTtCh1RBwGiEAAYASAAEgK\\_RPD\\_BwE#lecturersCollapse-34482-3](https://govextra.gov.il/ministry-of-health/corona/corona-virus/?gclid=EAlaIQobChMlv-inktXn5wIVjLTtCh1RBwGiEAAYASAAEgK_RPD_BwE#lecturersCollapse-34482-3)

The health and safety of [enter organization name] participants and our professionals is our highest priority and will guide any decisions to be taken. Please contact [insert best point of contact].

Thank you for your understanding,