**Email Message for sending out Hotwash Materials to Groups:**

**Subject**: Agenda for [name of group] Hotwash - [insert date]

Hello:

*(Depending upon when you are conducting the hotwash, you may want to add something like this)* Acknowledging our work with the COVID-19 response isn’t over and that many staff and response groups continue the work, we are taking a moment to reflect on our work and the progress we’ve made by holding a discussion to identify areas of strength and potential areas of improvement so we can become more efficient in our response efforts now and in the future.

Attached you will find the agenda for the [name of group] hotwash discussion that is scheduled to take place on [day, month, date] at [time].

Thank you.