Create an email template for IPE Extensions

You can use the information below to create an Outlook e-mail template for IPE extensions. This will prevent you from having to retype the entire message every time.

1. On the **Home** tab, in the **New** group, click **New E-mail**.
2. In the message body, copy and paste the information between the lines below:

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DEPARTMENT OF WORKFORCE INVESTMENT

OFFICE OF VOCATIONAL REHABILITATION

You were determined eligible for Vocational Rehabilitation services on Click here to enter a date.

I am required to develop an Individualized Plan for Employment (IPE) with you within 90 days from your date of eligibility determination. In your case, I will be unable to do so for the following reason(s):

Click here to enter text.

An IPE will be developed by Click here to enter a date.

If you agree this extension of time is warranted**, please respond to this email by typing the word "Agree"**

Your agreement is required before I am allowed to extend the IPE period. If I have not received a response from you by Click here to enter a date., I will not be able to extend this deadline which may result in case closure

Thank you for your cooperation in this matter. If you have questions or concerns, contact me using the information below:

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3. If you have an e-mail signature delete it (if you do not, you will have two signatures on your finished e-mail)
4. In the message window, click the **File** tab.
5. Click **Save As**.
6. In the **Save As** dialog box, in the **Save as type** list, click **Outlook Template**.
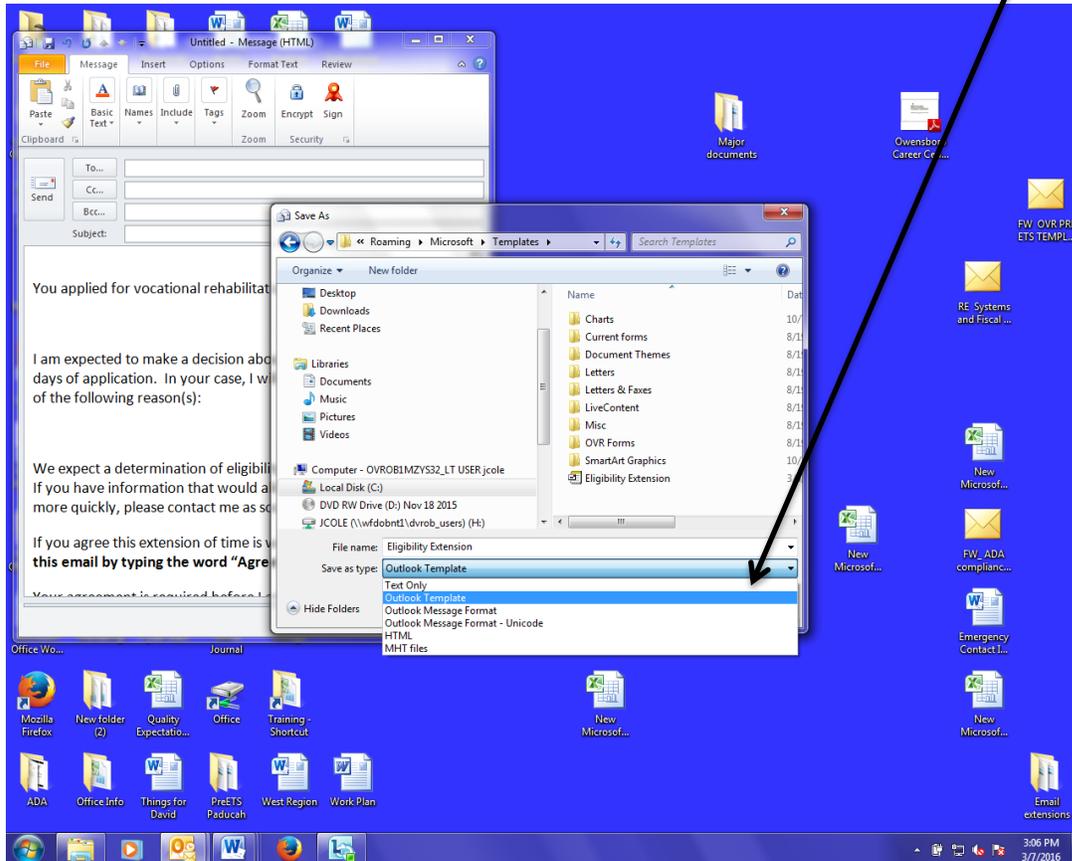
1. In the **File name** box, type IPE Extension
2. **Save**.

By default templates are saved in the following folders:

Windows 7 and Windows Vista   c:\users**_username**_**\\appdata\roaming\microsoft\templates**

Windows XP   c:\documents and settings**_username**_**\\application data\microsoft\templates**

Send an IPE Extension from your template:

1. On the **Home** tab, in the **New** group, click **New Items**, point to **More Items**, and then **Choose Form**.
2. In the **Choose Form** dialog box, in **Look In**, click **User Templates in File System**.
3. Select **IPE Extension**
4. Click **Open**.
5. Make any additions or revisions to the recipients in the **To**, **Cc**, or **Bcc** boxes. You can also change the text in the **Subject** box and add contents to the message body.

Note   Changes made aren't saved to the template. If you use the **Save** command, this creates a draft of your message, but won't update the template.

1. Click **Send**.