

Press Tour Reminder

Dear [Attendee's Name],

We are excited to remind you about the upcoming press tour for [Event/Project Name] scheduled for [Date] at [Location].

Please find the details below:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Address/Location]
- **Agenda:** [Brief Agenda Overview]

Kindly confirm your attendance by [RSVP Date]. If you have any questions or special requirements, do not hesitate to reach out.

We look forward to seeing you!

Best regards,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]