

Reminder: Local Business Luncheon

Dear [Recipient's Name],

This is a friendly reminder about the upcoming Local Business Luncheon scheduled for:

Date: [Date]

Time: [Time]

Location: [Venue/Address]

Please RSVP by [RSVP Date] if you haven't done so already. We look forward to seeing you there and discussing important local business developments.

Best regards,

[Your Name]

[Your Position]

[Your Company]