

# Reminder: Upcoming Deadlines for Annual Convention

Dear [Recipient's Name],

This is a friendly reminder regarding the approaching deadlines for the annual convention scheduled for [Date]. Please review the key deadlines below:

- **Early Registration Deadline:** [Date]
- **Speaker Application Submission:** [Date]
- **Sponsor Registration Deadline:** [Date]
- **Hotel Reservations Cut-off:** [Date]

We encourage you to complete your registrations and submissions promptly. If you have any questions, please do not hesitate to reach out.

Thank you for your attention, and we look forward to seeing you at the convention!

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]