

Reminder: Commemorative Plaque Event

Dear [Guest's Name],

We hope this message finds you well. As a valued guest, we would like to remind you of the upcoming commemorative plaque event honoring [Honoree's Name].

Date: [Event Date]

Time: [Event Time]

Location: [Event Location]

Your presence would mean a lot to us as we celebrate this special occasion. Please let us know if you will be able to attend.

Thank you, and we look forward to seeing you!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]