

Reminder for Upcoming Workshop

Dear [Participant's Name],

This is a friendly reminder about your involvement in the upcoming workshop titled "[Workshop Title]" scheduled for [Date] at [Time].

Location: [Venue/Online Platform]

Please ensure to prepare any required materials and confirm your attendance. If you have any questions or need further information, feel free to reach out.

Looking forward to your active participation!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]