

Reminder: Upcoming Poetry Reading Submission Deadline

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder that the deadline for submitting your poetry for the upcoming reading event is approaching.

Submission Deadline: [Date]

Event Date: [Event Date]

Please ensure that your submissions are sent to us by the specified deadline. We are excited to read your works and share them with our audience!

Thank you for your attention. If you have any questions, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Organization]