

# Reminder: Upcoming Mindfulness Workshop

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder about our upcoming mindfulness workshop scheduled for [Date] at [Time].

Location: [Venue/Online Platform]

During this workshop, you will learn valuable techniques to enhance your mindfulness practice, reduce stress, and improve overall well-being.

Please confirm your attendance by replying to this email or contacting us at [Contact Information].

We look forward to seeing you there!

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