

Notification for Software Demo Schedule

Dear Team,

We are pleased to inform you that a demonstration of our new software will be held as follows:

- **Date:** October 15, 2023
- **Time:** 10:00 AM - 11:00 AM
- **Location:** Conference Room B
- **Presenter:** John Doe, Software Development Team

Please make it a priority to attend as this software will enhance our current processes and improve efficiency.

Thank you for your attention.

Best regards,

Jane Smith
Project Manager
XYZ Corporation