

Announcement: Regional Sales Conference

Dear Team,

We are excited to announce that we will be hosting our annual Regional Sales Conference on **March 15, 2024**, at the **Grand Hotel Conference Center**. This conference is a wonderful opportunity for all of us to come together, share successes, and discuss strategies for the upcoming quarter.

Date: March 15, 2024

Location: Grand Hotel Conference Center, 123 Business Rd, Business City

We have planned an engaging agenda that includes guest speakers, breakout sessions, and networking opportunities. Lunch will be provided.

Please RSVP by **February 20, 2024**, to ensure your spot at this important event.

We look forward to seeing you all there!

Best regards,

[Your Name]
Sales Manager
[Your Company]