

# Reminder: Upcoming Sales Seminar

Dear [Recipient's Name],

This is a friendly reminder about the scheduled sales seminar taking place on **[Date]** at **[Time]**. The venue for the seminar is **[Location]**.

During the seminar, we will cover key sales strategies, market trends, and provide networking opportunities with industry experts. Please ensure that you arrive at least 15 minutes early to get settled.

We look forward to your participation and insights!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]