

Reminder: Upcoming Charity Event

Dear Board Members,

This is a friendly reminder about our upcoming charity event, "**Hope for Tomorrow**", scheduled for **[Event Date]** at **[Event Location]**.

Please remember the following details:

- **Date:** [Event Date]
- **Time:** [Event Start Time] - [Event End Time]
- **Location:** [Event Location]
- **Dress Code:** [Dress Code]

Your participation is essential for the success of this event. We look forward to seeing you there!

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]