

Reminder: Upcoming Charity Event

Dear [Press Contact Name],

We are reaching out to remind you of our upcoming charity event, **[Event Name]**, taking place on **[Date]** at **[Location]**. This event aims to support **[Cause/Organization]** and will feature **[Highlights of the Event]**.

Your presence would be greatly appreciated, and we would love for you to cover the event. Please find below the details:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue Name and Address]
- **RSVP:** Please confirm your attendance by [RSVP Date]

Thank you for your support in making a difference. We hope to see you there!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]