

Reminder: Hospitality Training Day

Dear [Recipient's Name],

This is a friendly reminder about the upcoming Hospitality Training Day scheduled for [Date] at [Time]. The event will take place at [Location].

Please come prepared with any materials you may need and plan to arrive at least 15 minutes early for check-in.

If you have any questions, feel free to reach out.

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Your Organization]