

Reminder: Upcoming Charity Gala

Dear [Recipient's Name],

We hope this message finds you well! This is a friendly reminder about our upcoming charity gala event scheduled for [Date] at [Venue]. We are thrilled to have you join us for this special occasion to support [Cause/Beneficiary].

Please confirm your attendance by [RSVP Deadline]. Your presence would mean a lot to us and to those we aim to help.

Details of the Event:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Venue:** [Venue Name & Address]
- **Dress Code:** [Dress Code]

Thank you for your support, and we look forward to seeing you at the gala!

Sincerely,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]