

# Reminder: Upcoming Library Team Gathering

Dear Team,

This is a friendly reminder about our upcoming library team gathering scheduled for **[Date]** at **[Time]**. The meeting will take place in **[Location]**.

We will be discussing important updates and upcoming projects, so your presence is highly valued.

Please confirm your attendance by replying to this email.

Looking forward to seeing everyone!

Best regards,

**[Your Name]**  
**[Your Position]**  
**[Library Name]**