

Reminder: Library Non-Fiction Presentation

Dear [Recipient's Name],

This is a friendly reminder about your upcoming presentation on non-fiction topics scheduled for [Date] at [Time]. The presentation will take place in [Location].

Please ensure that you have all the necessary materials ready and arrive a few minutes early to set up. If you have any questions or need assistance, do not hesitate to reach out.

We look forward to your insightful presentation!

Best regards,

[Your Name]

[Your Position]

[Library Name]

[Contact Information]