

Reminder: Upcoming Poetry Reading

Dear [Recipient's Name],

This is a friendly reminder about the upcoming poetry reading event scheduled for [Date] at [Time]. The event will take place at [Venue/Location].

Please find the details below:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Venue/Address]
- **Featured Poets:** [List of Poets]
- **RSVP:** [Contact Information]

We hope you can join us for a delightful evening of poetry and connection.

Best regards,

[Your Name]

[Your Organization]