

Reminder: Upcoming Virtual Roundtable Invitation

Dear [Recipient's Name],

This is a friendly reminder for the upcoming virtual roundtable titled "[Roundtable Topic]", scheduled for:

Date: [Date]

Time: [Time]

Platform: [Zoom/Google Meet/Other]

Link: [Virtual Meeting Link]

We are looking forward to your participation, where we will discuss [brief agenda/topics to be covered]. Your insights will be greatly valued!

Please confirm your attendance by replying to this email.

Best regards,

[Your Name]

[Your Position]

[Your Organization]