

Notice of Poet's Symposium

Dear [Recipient's Name],

We are pleased to announce that we will be hosting a Poet's Symposium on [Date] at [Venue]. This event aims to celebrate the art of poetry and provide a platform for poets and poetry enthusiasts to share their work and insights.

Details of the event are as follows:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Venue:** [Venue Name, Address]
- **Keynote Speakers:** [Names of Keynote Speakers]
- **Registration Fee:** [Amount]

We encourage you to participate and share your poetry. Please confirm your attendance by [RSVP Date]. For further inquiries, feel free to contact us at [Contact Information].

We look forward to your presence.

Best Regards,
[Your Name]
[Your Title/Organization]