

# Career Fair Scheduling Details

Dear [Recipient's Name],

We are excited to invite you to participate in our upcoming career fair scheduled for [Date] at [Location]. Below are the details for the event:

## Event Details

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Location:** [Insert Venue Name and Address]
- **Expected Attendance:** [Insert Number of Attendees]
- **Dress Code:** [Insert Dress Code]

## Schedule

Please find below the preliminary schedule for the day:

- [Time]: Registration
- [Time]: Opening Remarks
- [Time]: Company Presentations
- [Time]: Networking Session
- [Time]: Closing Remarks

We kindly ask you to confirm your attendance by [RSVP Deadline]. Should you have any questions or require further information, feel free to contact us at [Contact Information].

We look forward to your participation!

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]