

Reminder: Upcoming Job Fair

Dear [Recipient's Name],

This is a friendly reminder about the upcoming Job Fair scheduled for **[Date]** at **[Location]**. The event will run from **[Start Time]** to **[End Time]**.

We encourage you to come prepared with copies of your resume and be ready to meet potential employers.

If you have any questions, please feel free to contact us!

Looking forward to seeing you there!

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]