

Reminder: Contingency Planning Workshop

Dear [Recipient's Name],

This is a friendly reminder about the upcoming Contingency Planning Workshop scheduled for [Date] at [Time]. The workshop will be held at [Location].

Please ensure to bring any necessary materials and be prepared to engage in meaningful discussions.

If you have any questions or require further information, feel free to reach out.

Looking forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]