

# Reminder: Upcoming Community Leaders Meeting

Dear [Community Leader's Name],

This is a friendly reminder about the upcoming Community Leaders Meeting scheduled for:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

We look forward to your participation as we discuss important community initiatives and planning for the upcoming months. Your insights and leadership are invaluable to our success.

Please confirm your attendance by [Insert Response Deadline]. If you have any questions or agenda items you would like to discuss, feel free to reach out.

Thank you for your continued support and leadership.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]