

Reminder: Upcoming Public Speaking Workshop

Dear [Recipient's Name],

This is a friendly reminder about the upcoming Public Speaking Workshop scheduled for [Date] at [Time]. The workshop will take place at [Location].

We are excited to help you enhance your speaking skills and look forward to your participation. Please confirm your attendance by replying to this email.

Best regards,

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