

## **Reminder: Event Submission Due Soon**

Dear [Recipient's Name],

This is a friendly reminder that the submission deadline for your event, [Event Name], is approaching on [Submission Deadline Date]. We want to ensure that your event is included and properly showcased.

Please make sure to submit all necessary details, including:

- Event Title
- Date and Time
- Location
- Description
- Contact Information

If you have any questions or need assistance, feel free to reach out to us at [Your Contact Information].

Thank you for your attention to this matter, and we look forward to your submission!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]