

# Dear [Recipient's Name],

We hope this message finds you well. As we approach our upcoming charity event, we wanted to take a moment to remind you of the contribution you pledged towards our cause.

Your support is crucial in helping us achieve our goals and make a difference in the [specific cause or community]. We are grateful for your commitment and would love to see you at the event.

The event details are as follows:

- **Date:** [Event Date]
- **Time:** [Event Time]
- **Location:** [Event Location]

If you have any questions or need further information, please don't hesitate to reach out. Thank you once again for your generous support!

Sincerely,

[Your Name]

[Your Title]

[Charity Organization Name]

[Contact Information]