

Reminder: Upcoming Training Seminar

Dear [Speaker's Name],

This is a friendly reminder of your speaking engagement at the upcoming training seminar on [Date] at [Time]. The event will be held at [Venue/Location].

Your topic is titled: [**Title of Presentation**]. Please remember to arrive at least [30 minutes] early to set up and test any equipment you may need.

If you have any questions or need further assistance, feel free to reach out.

Thank you for your participation, and we look forward to your presentation!

Best regards,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]