

Reminder: Upcoming Event Pre-Registration

Dear [Recipient's Name],

This is a friendly reminder that the pre-registration for our upcoming event, [Event Name], will close on [Date].

We encourage you to complete your registration at your earliest convenience to secure your spot. You can register online at [\[Registration Link\]](#).

If you have any questions or need assistance, please do not hesitate to reach out to us at **[Contact Information]**.

We look forward to seeing you at the event!

Best regards,

[Your Name]

[Your Position]

[Your Organization]