

# Reminder: Upcoming Professional Development Workshop

Dear [Recipient's Name],

This is a friendly reminder about the upcoming professional development workshop titled "[Workshop Title]" scheduled for [Date] at [Time].

The workshop will be held at [Location].

Please remember to bring **[Any required materials]** and come prepared to engage and learn.

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

Looking forward to your participation!

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