Dress Code Policy Reminder

Dear Event Attendees,

We are looking forward to seeing you at our upcoming event on **[Event Date]**. As a friendly reminder, please adhere to the following dress code:

- Formal Attire: Please wear business suits or formal dresses.
- Footwear: Closed-toe shoes are required.
- Accessories: Please keep accessories to a minimum for a polished look.

Your cooperation in following this dress code will contribute to the overall atmosphere of the event.

Thank you, and we can't wait to celebrate with you!

Best Regards,

The Event Coordination Team