

Dress Code Policy Reminder

Dear Esteemed Guests,

We hope this message finds you well. As we prepare to welcome you to our upcoming event, we would like to take a moment to remind you of our dress code policy to ensure an enjoyable and cohesive atmosphere for all attendees.

Dress Code:

- **Formal Attire:** Men are requested to wear suits or tuxedos, and women are encouraged to wear elegant dresses or formal attire.
- **Casual Attire:** Smart casual attire is acceptable for our more relaxed events. Please refrain from wearing shorts, flip-flops, or overly casual clothing.
- **Themed Attire:** If the event has a theme, please feel free to embrace it and dress accordingly.

We appreciate your understanding and cooperation. If you have any questions regarding the dress code, please do not hesitate to reach out.

Looking forward to seeing you at the event!

Best regards,

[Your Name]

[Your Position]

[Your Organization]