

Reminder: Upcoming Brainstorming Session

Dear [Team/Recipient's Name],

This is a friendly reminder about our upcoming brainstorming session scheduled for [Date] at [Time]. The session will take place in [Location/Platform] and will last approximately [Duration].

Please come prepared with your ideas and any relevant materials to share. Your contributions are greatly valued and will help shape our upcoming project.

If you have any questions or cannot attend, please let me know as soon as possible.

Looking forward to our discussion!

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