

Dear [Group Members],

This is a friendly reminder about our upcoming group advising meeting scheduled for [Date] at [Time]. The meeting will take place in [Location/Virtual Link].

During this meeting, we will discuss important topics such as [mention key topics], and it will be a great opportunity for everyone to share their thoughts and ask questions.

Please make it a priority to attend as your input is valuable to our group's success.

Thank you, and I look forward to seeing you all there!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]