

Subject: Reminder: Upcoming Teleconference Participation

Dear [Participant's Name],

This is a friendly reminder regarding the upcoming teleconference scheduled for [Date] at [Time] [Time Zone].

Details of the Teleconference:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Dial-in Number:** [Phone Number]
- **Access Code:** [Access Code]
- **Agenda:** [Brief Agenda Items]

Please ensure you have the necessary materials ready prior to the meeting. If you have any questions or need to reschedule, feel free to reach out.

Thank you, and we look forward to your participation!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]