

Dear [Attendee's Name],

We hope this message finds you well. This is a friendly reminder about the upcoming NGO Human Rights Symposium scheduled for [Date] at [Location].

The symposium will commence at [Start Time] and will include various discussions, workshops, and keynotes led by esteemed speakers in the field of human rights.

Please confirm your attendance and let us know if you have any dietary restrictions or special requirements.

We look forward to your participation in fostering important dialogues surrounding human rights issues.

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