

# Reminder: Upcoming Corporate Gala

Dear [Participant's Name],

We are excited to remind you of our upcoming Corporate Gala on [Date] at [Location]. This is a wonderful opportunity to network with colleagues, enjoy a night of entertainment, and celebrate our achievements.

Please find the details below:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue Name, Address]
- **Dress Code:** [Formal/Cocktail/etc.]

Don't forget to confirm your attendance by [RSVP Deadline]. We look forward to celebrating with you!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]