

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder about your upcoming guided facility tour scheduled for [Date] at [Time]. The tour will take place at [Location].

During the visit, you will have the opportunity to explore our facilities and learn more about our operations. Please feel free to prepare any questions you might have.

We look forward to welcoming you!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]