

# Reminder: Upcoming Supplier Conference

Dear [Supplier Name],

This is a friendly reminder about your participation in the upcoming Supplier Conference scheduled for [Date] at [Location]. We are excited to have you join us.

Please confirm your attendance by [RSVP Date]. The agenda for the conference will include:

- Keynote Address
- Networking Opportunities
- Workshops
- Panel Discussions

If you have any questions or need further information, feel free to reach out to us at [Contact Information].

Looking forward to your participation!

Best regards,  
[Your Name]  
[Your Job Title]  
[Your Company]