

Dear [Recipient's Name],

This is a friendly reminder about the upcoming extracurricular events scheduled for [Date]. We are excited to have your participation and look forward to an engaging experience.

Event Details:

- **Event Name:** [Event 1 Name]
- **Date:** [Event 1 Date]
- **Time:** [Event 1 Time]
- **Location:** [Event 1 Location]

- **Event Name:** [Event 2 Name]
- **Date:** [Event 2 Date]
- **Time:** [Event 2 Time]
- **Location:** [Event 2 Location]

Please ensure that you are prepared and arrive on time. If you have any questions, feel free to contact us at [Contact Information].

Thank you for your enthusiasm and support!

Best Regards,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]