

Blackout Dates Reminder

Dear [Recipient's Name],

As we prepare for the upcoming event, we would like to remind you of the blackout dates that we need to consider when planning.

The following dates are designated as blackout dates where no events or meetings can be scheduled:

- [Date 1]
- [Date 2]
- [Date 3]

We appreciate your understanding and cooperation in avoiding these dates for any event planning. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you!

Best regards,

[Your Name]
[Your Position]
[Your Organization]