

Dear [Recipient's Name],

This is a friendly reminder regarding the upcoming public lecture titled [**Lecture Title**] scheduled for [**Date**] at [**Time**].

If you have not yet registered, please do so at your earliest convenience to secure your spot. Registration can be completed online via the following link: [Registration Link](#).

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[University Name]

[Contact Information]