

Chess Tournament Reminder

Dear Participants,

This is a reminder for the upcoming Chess Tournament scheduled for **[Date]** at **[Location]**. Please find the details below:

Tournament Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time]
- **Location:** [Insert Venue]
- **Registration Fee:** [Insert Fee]

Rules and Guidelines:

Please arrive at least 30 minutes early for registration. Ensure to bring your own chess set and clock if required.

All participants must adhere to the official rules of the tournament as outlined in the welcome packet.

Contact Information:

If you have any questions, feel free to reach out to us at [\[Email Address\]](#) or call us at **[Phone Number]**.

We look forward to seeing you at the tournament!

Best Regards,

[Your Name]

[Your Title]

[Organization Name]