

# Reminder: Upcoming Utility Community Engagement Events

Dear [Recipient's Name],

This is a friendly reminder about the upcoming utility community engagement events taking place on [date(s)] at [location]. We are excited to provide an opportunity for you to learn more about our services and share your thoughts with us.

## Event Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]
- **Agenda:**
  - [Agenda Item 1]
  - [Agenda Item 2]
  - [Agenda Item 3]

We encourage your participation as it is essential for us to gather community feedback and improve our services.

Please RSVP by [RSVP Deadline] to confirm your attendance.

Thank you, and we look forward to seeing you there!

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]