

How to Write an Event Reminder Email: Template

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What are you looking to create?

Event reminder email

What are the main points you want to cover?

Info needed:

Event name: [name of event]

Event description: [description of event]

Location: [location of event]

Date and time: [date and time of event]

Contact information for questions or concerns: [contact info for questions or concerns about the event]

Structure:

Greet the reader

Remind them of the event they signed up for

Give them a brief overview of what to expect at the event

Tell them how to get in touch with questions or concerns

Sample Event Reminder Letter

Sandra E. Lamb



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