

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide you with the important details regarding the upcoming marathon race day, scheduled for [Date of Marathon]. Below are the key details you will need to prepare for this exciting event:

****Race Day Schedule:****

- **7:00 AM:** Race Day Check-In Opens
- **8:30 AM:** Pre-Race Briefing
- **9:00 AM:** Start of the Marathon
- **9:15 AM:** Start of the Half Marathon
- **9:30 AM:** Start of the 5K Race

****Location:****

- All events will take place at [Venue Name/Address].

****Parking Information:****

- Please utilize the designated parking lots located at [Details about Parking]. Arrive early to secure a spot.

****What to Bring:****

- Race bib (attached to this letter)
- Comfortable running gear
- Hydration packs (if applicable)
- Any nutritional supplements you prefer

****Post-Race Activities:****

- Join us for the post-race celebration starting at [Time]
 - Refreshments, awards ceremony, and entertainment will be provided
- Please feel free to reach out if you have any questions or need further information. We look forward to an exciting and successful marathon day!

Best regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]