

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

Dear [Recipient's Name],

Subject: Reminder for Upcoming Workshop

We hope this message finds you well. This is a friendly reminder regarding the workshop titled "[Workshop Title]," scheduled for [Date] at [Time]. The location will be [Venue/Platform, e.g., Zoom link or physical address].

As a reminder, the workshop will cover the following topics:

- [Topic 1]
- [Topic 2]
- [Topic 3]

Please ensure that you have reviewed any pre-workshop materials attached and come prepared with any questions you may have.

We look forward to your participation and an engaging session. Should you have any inquiries, feel free to reach out.

Best regards,

[Your Name]  
[Your Position]  
[Your Organization]