

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This is a friendly reminder about our upcoming Zumba class scheduled for [Date] at [Time]. The class will be held at [Location].

Please wear comfortable clothing and bring a water bottle. We look forward to seeing you there for an energizing and fun workout!

Warm regards,

[Your Name]
[Your Title/Position]
[Your Organization/Company]
[Contact Information]