

REMINDER EMAIL

Hi {participant name},

I wanted to remind you that we have you scheduled for the {event} at {location} this upcoming: **{date}** from **{time}**.

I have reattached the directions for your reference. Thank you again for participating.

If this time no longer works for you and/or you need to reschedule please feel free to let me know.

Thank you,

{recruiter name}

{recruiter contact info}