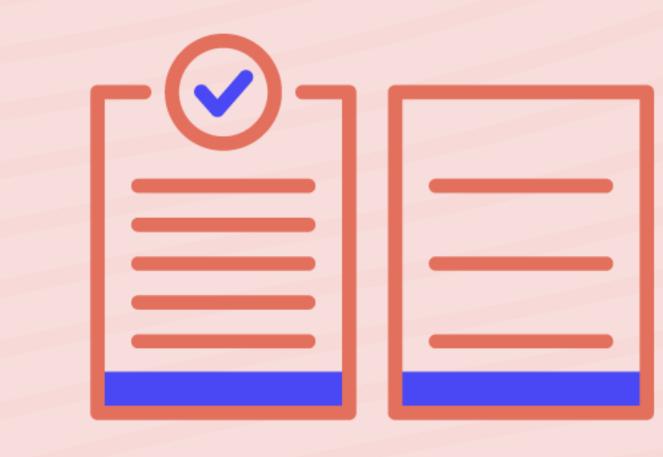
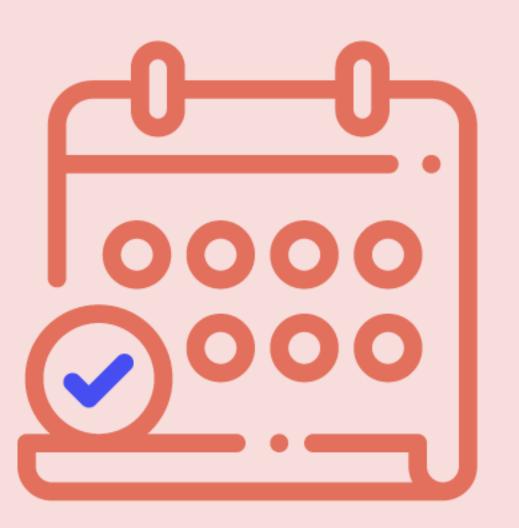
HOW TO WRITE AN EVENT REMINDER EMAIL?



Keep them short and simple



Send plain-text emails



Add time and date



Provide key event details



Add location



Add required preparation



Include a thank you note



Add an FAQ section