

Reminder Email for Registration

Subject: Friendly Reminder: Don't Miss Out on Early Registration!

Dear Alex Robinson,

I hope this message finds you well. As the early registration period for our upcoming event draws to a close, I wanted to reach out personally to remind you not to miss this opportunity. We're excited about the program we have planned and would love for you to be a part of it.

Event Details:

- **Event:** Annual Industry Conference 2024
- **Date:** April 20th - 22nd, 2024
- **Location:** Grand Conference Center, 4567 Riverside Drive, Austin, TX
- **Early Registration Deadline:** March 15th, 2024

Registering before the deadline ensures you receive a 20% discount on your registration fee, along with first pick on workshop sessions which are filling up fast. To register, please visit our website or contact the registration office directly at your earliest convenience.

If you have any questions or need further information, feel free to reply to this email or call us at (555) 234-5678. We're here to help and look forward to welcoming you to the event.

Thank you for considering our event, and we hope to see your registration come through soon!

Warm regards,

Jordan Smith Event Coordinator jordan.smith@eventco.com (555) 234-5678