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**Subject: Awaiting your response to attend May IT Meeting**

Dear <Name>,

We are yet to receive your response to attend our annual June IT Meeting. We need to know the exact number of attendees before May 25th.

 If you have not got your previous invitation email, the meeting will be held on June 8 from 8:00 to 10.00 a.m. at <Address>. The topic of the seminar is “The Future of Artificial Intelligence.” The speaker is Alex Green, CEO of <Organization Name>.

We expect to see you at the venue!

*Sincerely,*

*A. Mark*

*President*

*IT Group*.