Friendly reminder email for RSVP response

Subject: Reminder: RSVP for [Event Name]

Hi [Recipient Name],

I hope you are doing well. I wanted to quickly follow up regarding your RSVP for [Event Name] on

[date]. Kindly let us know if you will be able to attend.

Looking forward to your reply!

Cheers,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/follow-up-request-letter