Inform recipients of upcoming program

Subject: Upcoming [Program Name] – Save the Date

Dear [Recipient Name],

We are pleased to inform you about the upcoming [Program Name], scheduled for [Date/Period].

This preliminary notice is to help you plan your participation.

Further details regarding registration and agenda will follow shortly.

Kind regards,

[Your Name]

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https://www.lettersandtemplates.com/letters/program-announcement-template