**Note – Recipient Names can be referred from excel file, while the other details can be replaced with your own value if needed.**

**Mail template:**

Dear <RecipientName>,

We are pleased to invite you to the 2024 Tech Innovations Symposium, which will be held on October 15, 2024, at The Grand Conference Center. This symposium will bring together industry leaders, experts, and enthusiasts from the technology and innovation sector to discuss the latest trends, innovations, and challenges.

Event Details:

Theme: Navigating Future Technologies

Date: October 15, 2024

Time: 9:00 AM to 5:00 PM

Location: The Grand Conference Center, 123 Tech Blvd, Silicon Valley, CA

Keynote Speakers: Dr. Jane Smith, Prof. John Doe, and Mr. Alan Turing

This event promises to be an enlightening and engaging experience, offering you the opportunity to gain insights, network with peers, and explore potential collaborations.

Please RSVP by October 1, 2024, to confirm your attendance. You can register through the following link: www.techsymposium2024.com/register.

We look forward to welcoming you to what promises to be an inspiring and fruitful event.

Best regards,

Jessica Taylor

Event Coordinator

Tech Symposium Organizing Committee

contact@techsymposium2024.com

+1 (555) 123-4567

Tech Symposium Organization

123 Tech Blvd, Silicon Valley, CA

Organization Website | Facebook | LinkedIn | Instagram