

Appointment Reminder

Dear [Recipient's Name],

This is a friendly reminder for your upcoming fitness assessment appointment scheduled on **[Date]** at **[Time]**.

Please arrive at least 10 minutes early to complete any necessary forms. The assessment will take place at **[Location]**.

If you have any questions or need to reschedule, feel free to contact us at **[Contact Information]**.

We look forward to seeing you soon!

Best regards,

[Your Name]

[Your Position]

[Your Company]