

Dear [Stakeholder's Name],

This is a friendly reminder about the upcoming requirement gathering session scheduled for [Date] at [Time]. The session will be held at [Location/Link to Virtual Meeting].

During this meeting, we will be discussing:

- [Topic 1]
- [Topic 2]
- [Topic 3]

Please come prepared with any thoughts, questions, or ideas you would like to share.

Looking forward to your valuable input.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]