

Dear [Recipient's Name],

This is a friendly reminder for the upcoming Healthcare Strategic Planning Meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform].

During this meeting, we will discuss key strategies and initiatives that will shape our healthcare services in the coming years. Your input is invaluable, and we look forward to your participation.

Please confirm your attendance by replying to this email. If you have any questions or need further information, feel free to reach out.

Thank you, and we look forward to seeing you soon!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]