

Reminder: Upcoming Consultation

Dear [Client's Name],

This is a friendly reminder that you have a consultation scheduled on **[Date]** at **[Time]**. The consultation will take place at **[Location/Platform]**.

Please let us know if you have any questions or if you need to reschedule.

Looking forward to our meeting!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]