

Annual Account Review Meeting Reminder

Dear [Recipient's Name],

This is a friendly reminder that our Annual Account Review Meeting is scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform].

During this meeting, we will review the performance of your account over the past year and discuss any changes or adjustments that may be beneficial moving forward.

Please confirm your attendance by replying to this email.

Looking forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]