

Meeting Alert

Dear [Recipient's Name],

This is a reminder that you have a scheduled meeting on [Date] at [Time]. It has come to our attention that you have not yet joined the meeting.

Please make every effort to attend as important topics will be discussed.

If you are unable to attend, kindly inform us at your earliest convenience.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Company]