

Dear [Client's Name],

I hope this message finds you well. This is a friendly reminder regarding our upcoming meeting scheduled for [Date] at [Time]. We will be meeting at [Location/Platform].

Please feel free to reach out if you have any questions or if there are any topics you would like to discuss during our meeting.

Looking forward to our conversation!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]