

Dear [Client's Name],

This is a friendly reminder regarding our upcoming legal consultation scheduled for [Date] at [Time]. During this meeting, we will review the necessary documentation and address any questions you may have.

Please ensure that you bring all relevant documents related to your case, including [specific documents, if applicable]. If you have any questions or need to reschedule, feel free to contact me at [Your Phone Number] or [Your Email Address].

Looking forward to our meeting.

Best regards,

[Your Name]

[Your Position]

[Your Law Firm's Name]

[Your Contact Information]