

Dear [Consultant's Name],

This is a friendly reminder for our upcoming engineering consultancy meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform].

Please find the agenda for the meeting attached for your reference. If you have any additional topics you would like to discuss, feel free to share them ahead of time.

Looking forward to your valuable insights.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]