

# Appointment Reminder

Dear [Client's Name],

This is a friendly reminder for your upcoming meeting scheduled on [Date] at [Time]. The meeting will take place at [Location/Platform] and is expected to last approximately [Duration].

Please let us know if you have any questions or if you need to reschedule.

Looking forward to our meeting!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]