

Appointment Reminder

Dear [Client's Name],

This is a friendly reminder of your upcoming personal training session:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]

Please arrive 10 minutes early to ensure we can start on time.

If you need to reschedule, feel free to contact me at [Your Contact Information].

Looking forward to our session!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]