

Subject: Follow-Up Meeting Reminder: Partnership Exploration

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up on our previous discussion regarding the potential partnership between [Your Company Name] and [Recipient's Company Name]. We are enthusiastic about exploring this opportunity further.

This is a friendly reminder of our upcoming meeting scheduled for [Date] at [Time]. We will be meeting [Location/Platform]. Please let me know if you have any topics you would like to discuss during our meeting.

Looking forward to our conversation!

Best regards,  
[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Contact Information]