

Subject: Reminder: Upcoming Quarterly Check-In Meeting

Dear [Recipient's Name],

This is a friendly reminder about our upcoming quarterly check-in meeting scheduled for [Date] at [Time]. We will be meeting at [Location] / via [Zoom/Google Meet/etc.].

In this meeting, we will review our progress over the last quarter and discuss our goals for the upcoming quarter. Please feel free to bring any questions or topics you would like to cover.

If you have any changes to your availability or need assistance accessing the meeting, please let me know.

Looking forward to our discussion!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]