

# Reminder: Upcoming Estate Planning Advisory Meeting

Dear [Client's Name],

This is a friendly reminder that you have an estate planning advisory meeting scheduled on:

**Date:** [Date]

**Time:** [Time]

**Location:** [Location]

During this meeting, we will discuss your estate planning options and answer any questions you may have. Please bring any relevant documents to facilitate our discussion.

If you have any questions or need to reschedule, feel free to contact us at [Phone Number] or [Email Address].

Looking forward to seeing you soon!

Best regards,

[Your Name]

[Your Title]

[Your Company Name]