

Reminder: Estate Planning Meeting

Dear [Recipient's Name],

This is a friendly reminder about your upcoming estate planning meeting scheduled for:

Date: [Date]

Time: [Time]

Location: [Location]

During this meeting, we will discuss your estate planning goals and review any necessary documents to ensure your wishes are fully understood and executed. Please bring any relevant paperwork you may have.

If you have any questions or need to reschedule, feel free to reach out at [Your Contact Information].

Thank you, and we look forward to seeing you soon!

Sincerely,

[Your Name]

[Your Title]

[Your Firm/Company Name]