

# Appointment Alert: Upcoming Estate Planning Meeting

Dear [Client's Name],

This is a friendly reminder regarding your upcoming estate planning appointment.

**Date:** [Date]

**Time:** [Time]

**Location:** [Location]

Please bring any relevant documents and information to help us with your estate planning process. If you have any questions or need to reschedule, feel free to contact us.

Looking forward to seeing you soon.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]