

Dear [Recipient's Name],

This is a friendly reminder regarding our upcoming contract review meeting scheduled for [Date] at [Time]. The meeting will be held at [Location/Platform if virtual].

We will be discussing the following items:

- Current contract terms and conditions
- Performance metrics and deliverables
- Renewal options and negotiations

Please come prepared with any relevant documents and feedback that you would like to discuss.

Looking forward to our meeting.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]