

Client Engagement Reminder

Dear [Client's Name],

We hope this message finds you well. This is a friendly reminder regarding our upcoming engagement scheduled for [Date] at [Time]. We are looking forward to discussing [Topics/Agenda].

Please let us know if there are any specific items you would like to cover during our meeting.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]