

Subject: Friendly Reminder: Upcoming Meetup

Hi [Recipient's Name],

I hope this message finds you well! I just wanted to send a gentle reminder about our planned meetup on [Date] at [Time]. I'm really looking forward to catching up and discussing [Topics/Agenda].

If there are any changes to your schedule or if you'd like to suggest a different time, please feel free to let me know. Otherwise, I'll see you soon!

Best regards,

[Your Name]

[Your Contact Information]