

Follow-Up Session Reminder

Dear [Recipient's Name],

This is a friendly reminder regarding our upcoming follow-up session scheduled for [Date] at [Time]. We will be meeting at [Location/Platform].

Please come prepared to discuss [Topics/Agenda]. If you have any questions or need to reschedule, feel free to reach out.

Looking forward to our session!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]