

Hearing Screening Meeting Reminder

Dear [Recipient's Name],

This is a friendly reminder for the upcoming hearing screening meeting.

Date: [Date]

Time: [Time]

Location: [Location]

Please ensure to arrive 10 minutes early to complete any necessary paperwork. If you have any questions, feel free to reach out.

Looking forward to seeing you there!

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]