

Reminder: Annual Business Review Engagement

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding our upcoming Annual Business Review scheduled for [Date]. We look forward to discussing our progress and future goals with you.

Please feel free to prepare any points or topics you would like to cover during our meeting.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]