

Subject: Reminder: Upcoming Meeting Scheduled

Dear [Recipient's Name],

This is a friendly reminder about our upcoming meeting scheduled for:

**Date:** [Date]

**Time:** [Time]

**Location:** [Location/Virtual Link]

We look forward to discussing [Agenda/Topics] during our meeting.

Please let me know if you have any questions or if you need to reschedule.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]