

Dear [Partner's Name],

I hope this message finds you well. I am writing to remind you of our upcoming feedback call scheduled for [Date] at [Time].

Your insights are incredibly valuable to us, and we look forward to discussing [specific topics] during our conversation.

If you have any agenda items you would like to address, please feel free to share them ahead of time.

Thank you, and I look forward to speaking with you soon!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]