

# Preliminary Legal Reminder Email

Subject: Upcoming Legal Consultation Appointment

Dear [Client's Name],

This is a preliminary reminder of your scheduled legal consultation with [Lawyer's Name].

Date: [Date]

Time: [Time]

Location: [Office Address] or [Video Call Link]

Kindly confirm your attendance by replying to this email.

Regards,

[Office Admin Name]

[Law Firm Name]

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