

Professional Appointment Reminder Email

Subject: Reminder " Upcoming Appointment on [Date and Time]

Dear [Recipient's Name],

This is a friendly reminder regarding your scheduled appointment with [Company/Doctor/Department Name] on [Date] at [Time]. The meeting will take place at [Location/Online Link], and we expect it to last approximately [Duration].

Please let us know at your earliest convenience if you need to reschedule or have any questions about the appointment. We appreciate your punctuality to ensure the smooth running of our schedule.

Thank you for your attention, and we look forward to seeing you then.

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]

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