

Client Meeting Appointment Reminder Email

Subject: Reminder: Meeting with [Company Name] on [Date]

Dear [Client's Name],

This is a gentle reminder of our upcoming meeting scheduled for [Date] at [Time]. The meeting will be held at [Venue/Online Link], and we'll be discussing [Meeting Topic/Agenda].

Please confirm your attendance or inform us if any changes are needed. We value your time and look forward to our productive discussion.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

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