

Formal Business Consultation Email

Subject: Consultation Appointment Reminder

Dear Mr./Ms. [Client's Last Name],

This is to remind you of your upcoming business consultation with [Consultant Name].

Date: [Date]

Time: [Time]

Location: [Address or Zoom link]

Kindly confirm your attendance or contact us if a rescheduling is necessary.

Sincerely,

[Sender Name]

[Company Name]

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