Quick Reminder Email

Subject: Friendly Reminder â€" Breakfast Invitation

Hi [Recipient Name],

Just a quick reminder about the breakfast meeting at [Venue] on [Date] at [Time]. We look forward to seeing you there and sharing insights on [Topic].

Please confirm your attendance if you haven't done so already.

Thanks,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/breakfast-invitation-letter