

``xml John Doe

123 Main St Anytown CA 12345

johndoe@example.com (555) 123-4567 Jane Smith

456 Elm St Othertown CA 67890

janesmith@example.com (555) 987-6543 2023-10-01 Meeting Reminder

Dear Jane, This is a reminder for our meeting scheduled on October 5th at 10 AM. Best regards,
John Doe