

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder regarding our lunch appointment scheduled for [Date] at [Time]. We will be meeting at [Location/Restaurant Name].

I look forward to our discussion and catching up. Please let me know if you need to reschedule or if there are any changes.

Best regards,
[Your Name]