

[Your Name]  
[Your Position]  
[Your Company]  
[Your Email]  
[Your Phone Number]

[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]

Subject: Meeting Reminder - [Meeting Date & Time]

Dear [Recipient's Name],

This is a friendly reminder about our upcoming meeting scheduled for [Date] at [Time]. The meeting will take place [Location/Platform, e.g., in Conference Room A / via Zoom].

Agenda items we plan to cover include:

1. [Agenda Item 1]
2. [Agenda Item 2]
3. [Agenda Item 3]

Please let me know if you have any additional items you would like to discuss.

Looking forward to our meeting!

Best regards,

[Your Name]  
[Your Position]  
[Your Company]