

# Reminder Email for Meeting

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Subject: Upcoming Meeting Reminder: Strategic Planning Session

Dear Samantha Green,

I hope this message finds you well. This is a friendly reminder about our upcoming strategic planning session. We're looking forward to your insights and contributions as we discuss the next steps for our project's success.

## Meeting Details:

- **When:** Thursday, March 10th, 2024, at 10:00 AM
- **Where:** Conference Room B, 4567 Oak Avenue, Suite 300, Miami, FL
- **Agenda:** Review project milestones, discuss upcoming objectives, and allocate resources for Q2

Please ensure to review the pre-meeting materials sent last week to make the most of our discussion. Your input is crucial to aligning our strategies with the company's overall goals for the coming quarter.

Should you have any topics to add to the agenda or require further information before the meeting, feel free to reach out to me.

Looking forward to a productive session.

Best regards,

James Carter Project Manager james.carter@corporation.com (555) 678-9100