

# Reminder Letter to Meeting

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[Your Name]

[Your Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Department]

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder about our upcoming meeting scheduled for [date] at [time]. We will meet at [location/online platform link, if applicable].

The agenda for the meeting includes:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Please prepare any necessary materials and be ready to discuss the topics listed above. If you have any additional items you would like to include in the agenda, feel free to let me know in advance.

Thank you for your attention, and I look forward to our discussion.

Best regards,

[Your Name]

[Your Title]

[Company/Organization Name]