**Subject:** **Reminder: Client Presentation on Friday**

Hi Jaime,

I hope you're doing well! This is Simon, one of the juniors on your dev team and I just wanted to send a quick reminder that we have the client presentation scheduled for this Friday at 10 AM. Could you please send me all the materials you wanted finalized and ready by Thursday afternoon?

Let me know if you need any more help with the prep or if there’s anything you’d like to go over before the presentation.

Looking forward to it!

Best,  
Simon  
BASTION CORP

**Subject:** Re: Reminder: Client Presentation on Friday

Hello Simon,

I will make sure to send you the docs and materials! Thank you for reaching out and I look forward to working with you and seeing your growth within the company.

Best,  
Jaime Graves