

Sub:- Reminder for Monday business meeting.

Dear Rejo,

I hope this email finds you well. I am writing to remind you about our business meeting scheduled for this Monday.

As you know that this is a major client with great potential for future business and It could open doors to opportunities. I want to ensure that everything goes as planned. We can grab good deal by this meeting.

I hope you are well prepared for this important discussion.

Please double-check everything on your end and fell free to call me if you have any questions or need assistance.

Best regards,

Makshud Qureshi