Email 3: Reminder Email

From : pragatibala15@gmail.com

To : rxyz@gmail.com

Subject: Gentle Reminder for next interview

Dear Anjali,

I hope this email finds you well. I wanted to remind you about your next interview , it will be on next Monday 16 - 12 - 2024.

Please let me know if there are any issues or if you require additional information about your interview. If it has already been addressed, kindly disregard this message.

Thank you for your attention, and I look forward to hearing from you soon.

Best regards,

Pragati Bala