

## **appointment reminder email**

Subject line: (Appointment Reminder) Staff Name on Appointment Date & Time

Email Body: Business Name

Your appointment is coming up!

Hey Client First Name,

This is a friendly reminder that your Service Name appointment with Staff Name at Location Name is scheduled for Date Time Client Timezone . If you have questions before your appointment, use the contact details below to get in touch with us.

Please confirm your appointment by clicking on the button below:

Thanks for scheduling with Business Name!

Staff Signature Section