

WorkLinker

REMINDER EMAILS

“The Money Is In The Follow Up”



Reminder!



Example 1:

Subject: Friendly Reminder: Upcoming Meeting on **[Date]**

Dear **[Name]**,

I hope this message finds you well. Just a quick reminder about our meeting scheduled for **[Date]** at **[Time]**. We'll be convening at **[Location]** and expect the meeting to last for **[Duration]**.

Our agenda is laser-focused on:

1. Addressing **[Problem 1]**
2. Unpacking **[Problem 2]**
3. Solving **[Problem 3]**

Please bring any relevant **[Materials]** with you.

If you have any questions or concerns, don't hesitate to reach out.

Looking forward to our productive time together.

Best regards,

[Your Name]



Example 2:

Subject: Reminder: Webinar on **[Date]** to Tackle **[Problem]**

Dear **[Name]**,

Just a friendly heads-up about our upcoming webinar on **[Date]** at **[Time]**. We're excited to delve into solutions for **[Problem]** with topics such as:

1. The Fundamentals of **[Sub-Topic 1]**
2. The Importance of **[Sub-Topic 2]**
3. Effective Strategies for **[Sub-Topic 3]**

Please log in a few minutes early to ensure a smooth experience.

Best,

[Your Name]



Example 3

Subject: Reminder - [Deadline]

Hi [Name],

I wanted to remind you about the deadline for [Task] that is approaching on [Date]. It is important that we complete this task on time in order to meet our overall project timeline.

Please let me know if you have any questions or if there are any issues that you anticipate.

I am here to help and to support you in any way that I can.

Thank you in advance for your attention to this matter.

Best,

[Your Name]



Example 4:

Subject: Reminder: Upcoming Training Session on **[Date]**

Dear **[Name]**,

I hope you're as excited as we are for the upcoming training session on **[Date]**. This session is designed to help us tackle **[Problem]** more effectively.

Please bring your **[Materials]** and any questions you may have.

See you there,

[Your Name]



Example 5:

Subject: Don't Forget: Project Deadline on [**Date**]

Dear [**Name**],

As we approach the finish line, I wanted to remind everyone that our project deadline is on [**Date**]. Let's give it our all to solve [**Problem**] and make this project a success.

If you have any last-minute questions or concerns, now is the time to voice them.

Best wishes,

[**Your Name**]

