**FRIENDLY REMINDER EMAIL**

Hi Jack,

I hope your week is going well.

The Editorial team is prepping for the Q4 Content Planning meeting this coming Thursday, August 26th at 11 am ET. We're excited to hear your ideas for combining our Marketing and Editorial efforts for the annual holiday campaign.

To make everything run smoothly, I'm asking everyone involved to submit their presentation slides by Monday, August 23rd at 5 pm ET. If you have any questions, please send them my way.

I appreciate your time here and look forward to hearing your ideas.

All the best,

Katrina