**FRIENDLY REMINDER EMAIL TEMPLATE**

Hi [Recipient Name],  
  
Thanks for [Reference a Specific Nicety].

The [Relevant Team] is prepping for the [Meeting Name] this coming [Day], [Date] at [Time]. We're excited to hear your ideas for [Recipient Connection to Meeting]. To make everything run smoothly, I'm asking everyone to [Your Request] by [Date] at [Time].

I appreciate [Relevant Sentiment].

All the best,

[Your Name]