Dear [[Client]],

This email is a reminder for your appointment on  Friday, July 17th, at 12:00pm in our office/zoom. Below is a link to a Zoom link/map with driving instructions and attached are pictures of our parking structure for your convenience.

For this meeting please bring the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The agenda and goal for the meeting will be to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We hope the Mutual Commitment Meeting will bring you clarity on your situation and position you best for future success.

Best Regards,