

Follow-up e-mail template

Subject: Confirmed new time: {{Meeting name}}

Hi {{Name}},

Thanks again for your flexibility. We are confirmed for {{Day, Date, Time + Time Zone}}. The agenda is in the calendar invite.

Here are the materials for easy reference: {{Link 1}}, {{Link 2}}.

You will receive a reminder before we meet. If the time stops working, you can choose a new slot here: {{Koalendar link}}.

Looking forward to it,
{{Your Name}}



Koalendar