

[Your Name]
[Your Position]
[Department/Organization Name]
[University/Institution Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Scholarship Committee Members' Names]
[Committee Title]
[Department/Organization Name]
[University/Institution Name]

Dear [Committee Members/Specific Name],

Subject: Meeting Invitation for BBA Scholarship Committee

I hope this message finds you well. I am writing to formally invite you to the upcoming BBA Scholarship Committee meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform for virtual meeting].

The agenda for this meeting includes:

1. Review of scholarship applications.
2. Discussion on selection criteria and processes.
3. Planning for future outreach and promotion of the scholarship program.
4. Any other business.

Please confirm your attendance by [RSVP Deadline]. Your participation is crucial in making informed decisions regarding the scholarship recipients.

Thank you for your commitment to our students and the BBA program.

Sincerely,

[Your Name]
[Your Position]
[Department/Organization Name]
[University/Institution Name]