

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

Subject: Agenda for Upcoming Strategic Discussion

I hope this message finds you well. As we prepare for our upcoming meeting on [Date of Meeting], I would like to propose a preliminary agenda to ensure a productive discussion.

**\*\*Proposed Agenda Items:\*\***

1. Review of Current Strategic Initiatives
2. Discussion on Market Trends and Opportunities
3. Evaluation of Resource Allocation
4. Setting Long-term Goals and Objectives
5. Open Floor for Additional Topics

Please let me know if you have any additional topics you would like to include or if there are specific areas you wish to focus on within the proposed agenda.

I look forward to our discussion and appreciate your insights as we work towards our strategic objectives.

Best regards,

[Your Name]

[Your Contact Information]