

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Meeting Agenda for [Date of Meeting]

I hope this letter finds you well. Please find below the agenda for our upcoming meeting scheduled on [Date] at [Time].

****Agenda****

1. Welcome and Introductions
2. Review of Previous Meeting Minutes
3. Discussion Items
 - a. [Discussion Item 1]
 - b. [Discussion Item 2]
 - c. [Discussion Item 3]
4. Action Items
5. Open Floor for Questions
6. Next Meeting Date and Location

We appreciate your participation and look forward to a productive discussion.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]