

[Your Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Upcoming Meeting

We would like to formally notify you that a meeting has been scheduled to discuss [meeting topic or purpose]. Below are the details of the meeting:

****Date:**** [Meeting Date]

****Time:**** [Meeting Start Time] to [Meeting End Time]

****Location:**** [Meeting Location / Virtual Meeting Link]

****Agenda:****

1. [Agenda Item 1]

2. [Agenda Item 2]

3. [Agenda Item 3]

Please confirm your attendance by [RSVP Deadline]. Your input and participation are highly valuable to us. Should you have any questions or require further information, feel free to reach out.

Thank you, and we look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]