

[Your Chapter Name]  
[Your Chapter Address]  
[City, State, Zip Code]  
[Date]

Dear [FFA Members/Parents/Advisors],

Subject: Agenda for Upcoming FFA Meeting

We are excited to invite you to our upcoming FFA meeting scheduled for [Date] at [Time]. The meeting will be held at [Location]. Below is the agenda for the evening:

1. **\*\*Call to Order\*\***
  - President [Name] will call the meeting to order.
2. **\*\*Pledge of Allegiance\*\***
  - Led by [Name]
3. **\*\*FFA Opening Ceremony\*\***
  - Led by [Name]
4. **\*\*Roll Call\*\***
  - Secretary [Name] will record attendance.
5. **\*\*Approval of Previous Meeting Minutes\*\***
  - Review and approval by members.
6. **\*\*Reports\*\***
  - Treasurer's Report - [Name]
  - Committee Reports - [Names]
7. **\*\*Old Business\*\***
  - Discussion of [Previous Topic 1]
  - Updates on [Previous Topic 2]
8. **\*\*New Business\*\***
  - Introduction of [New Topic 1]
  - Planning for [Event/Activity]
  - Discussion of [New Topic 2]
9. **\*\*Member Spotlights\*\***
  - Recognition of achievements by [Names]
10. **\*\*Set Next Meeting Date\*\***
  - Propose date for the next meeting.
11. **\*\*Closing Ceremony\*\***
  - Led by [Name]
12. **\*\*Adjournment\*\***
  - Meeting adjourned by President [Name].

We encourage all members to attend and participate in the discussions.  
Please come prepared with any items you would like to address.

Sincerely,

[Your Name]  
[Your Position]  
[Your Chapter Name]  
[Contact Information]