

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Notification of JNC Meeting

Dear [Recipient Name],

I hope this message finds you well.

This letter is to formally notify you of the upcoming Joint Negotiation Committee (JNC) meeting scheduled for [date] at [time]. The meeting will be held at [location/virtual platform].

The agenda for the meeting includes:

1. [Agenda Item 1]
2. [Agenda Item 2]
3. [Agenda Item 3]

Your participation is essential, and we look forward to your valuable input. Please confirm your attendance by [RSVP deadline].

Thank you for your attention to this matter.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Organization]