

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to invite you to a strategic planning meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform].

The purpose of this meeting is to [briefly outline purpose, e.g., discuss our organization's goals, review current strategies, and develop a roadmap for future initiatives]. Your insights and contributions will be invaluable in shaping our strategic direction moving forward.

Please let me know your availability for this meeting. If you have any specific topics you would like to discuss, feel free to share those as well.

Thank you for considering this invitation. I look forward to your positive response.

Best regards,

[Your Name]
[Your Title]
[Your Organization]