

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Meeting Agenda

I hope this message finds you well. Please find below the agenda for the upcoming meeting scheduled for [date] at [time].

****Meeting Agenda****

1. ****Opening Remarks****
 - Welcome and Introductions
 - Review of Previous Meeting Minutes
2. ****Department Updates****
 - [Department 1] Update
 - [Department 2] Update
3. ****Discussion Items****
 - [Discussion Topic 1]
 - [Discussion Topic 2]
4. ****Action Items****
 - Assignments for Next Steps
5. ****Questions & Answers****
6. ****Closing Remarks****
 - Schedule Next Meeting

Please come prepared with any relevant materials. Looking forward to a productive meeting.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]
[Your Company]