

[Your Name]
[Your Position]
[Your Company/Organization]
[Date]
[Team Name]

Subject: Team Meeting Announcement

Dear Team,

I hope this message finds you well. I am writing to inform you that we will be having a team meeting on [Date] at [Time]. The meeting will take place in [Location/Platform] and is expected to last approximately [Duration].

The agenda for the meeting includes:

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

Please make it a priority to attend as your input is valuable and necessary for our discussions. If you have any additional topics you would like to address, please feel free to reply to this email by [Deadline for Additional Topics].

Thank you, and I look forward to seeing all of you there.

Best regards,

[Your Name]
[Your Contact Information]