

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to invite you to attend the upcoming Committee Meeting of [Committee Name] which will be held on [Date] at [Time]. The meeting will take place at [Location] / via [Virtual Platform/Link].

The agenda for the meeting includes:

1. [Agenda Item 1]

2. [Agenda Item 2]

3. [Agenda Item 3]

Please confirm your attendance by [RSVP Deadline] by replying to this email or contacting [Contact Person's Name] at [Contact Number/Email].

We look forward to your participation.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]