

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to invite you to an external meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform, e.g., Zoom 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 Date]. If you have any specific topics you would like to discuss, feel free to share them with us.

We look forward to your participation.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]