

[Your Company/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Meeting

We hereby give you notice of a meeting of [Name of Meeting/Committee] that will take place on [Date] at [Time]. The meeting will be held at [Location].

Agenda:

1. [Agenda Item 1]

2. [Agenda Item 2]

3. [Agenda Item 3]

[Additional items as necessary]

Please confirm your attendance by [RSVP Date] to ensure we can accommodate everyone. Should you have any questions or require further information, feel free to contact us at [Your Contact Information].

Thank you, and we look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]