

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

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

Dear [Recipient's Name],

Subject: Invitation to Office Meeting

I hope this message finds you well. I am writing to formally invite you to an office meeting scheduled for [Date] at [Time], to be held at [Location/Conference Room].

The agenda for the meeting will include:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Please confirm your attendance at your earliest convenience. Should you have any additional topics for discussion or require changes to the proposed agenda, do not hesitate to reach out.

Thank you, and I look forward to our meeting.

Best regards,

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