

[Your Name]  
[Your Position]  
[Your Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We would like to invite you to attend the upcoming Workforce Job Skills Program (WJSP) meeting.

**\*\*Date:\*\*** [Insert date]

**\*\*Time:\*\*** [Insert time]

**\*\*Location:\*\*** [Insert location or virtual meeting link]

The purpose of this meeting is to discuss [briefly state the agenda or purpose of the meeting]. Your insights and contributions would be invaluable as we work toward [state the goal or outcome].

Please RSVP by [RSVP date] to confirm your attendance. If you have any questions or topics you would like to add to the agenda, feel free to reach out.

Thank you, and we look forward to seeing you!

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]