

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Invitation to PBC Meeting

I hope this letter finds you well. I am writing to formally invite you to participate in the upcoming Project-Based Committee (PBC) meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Online Platform].

The agenda for the meeting will include:

1. [Agenda Item 1]
2. [Agenda Item 2]
3. [Agenda Item 3]

Your insights and contributions would be invaluable to our discussions and planning. Please confirm your attendance by [RSVP Date].

Thank you for your attention. I look forward to your positive response.

Sincerely,

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