

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

[Recipient Name]  
[Position/Title]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Invitation to Queensland School Committee Meeting

I hope this letter finds you well. I am writing to formally invite you to the upcoming Queensland School Committee meeting scheduled for [Date] at [Time]. The meeting will take place at [Location].

The agenda will cover important topics including:

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

Your participation is crucial as we seek to gather input from all committee members and ensure a productive discussion. Please confirm your attendance by [RSVP Deadline].

Thank you for your attention, and I look forward to seeing you at the meeting.

Best regards,

[Your Name]  
[Your Position/Title]  
[School or Committee Name]