

Meeting Announcement Sample

Dear All,

Please be informed that a meeting has been scheduled on [some date] to discuss [meeting topic].

We shall meet at [location] on [some time]. The following people are required to attend: [list the names]. Also we will be joined by [Mr. John] from the [accounting department].

The following points will be discussed:

- 1) First Point
- 2) Second Point
- 3) Third Point
- 4) Etcâ€™.

Please inform me if you'd like to add anything to list above. All suggestions and questions are highly welcomed.

Kindly signal that you received this [letter/email] and confirm your attendance. Please make sure to be on time as you always do. Looking forward to seeing you there.

Best Regards

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