

Meeting Announcement Sample

Dear All,

I would like to announce a meeting on [date] at [location] to discuss [meeting purpose]. Our agenda includes:

- 1) Meeting topic 1
- 2) Meeting topic 2
- 3) Meeting topic 3
- 4) Meeting topic 4
- 5) Etcâ€¦

Please share your comments and feedback so we all can be better prepared.

Your presence is highly appreciated. Please confirm your attendance by writing. Looking forward to meeting you there.

Best Regards

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