

Meeting Announcement Sample

Dear All,

You all invited to attend the [head of departments “ change as needed] meeting which is scheduled on [some date] at [some time] in [our meeting room]. Please do your best to be there at the specified date and time. The purpose of this meeting is to discuss _____. [Additionally, specifically], we will shed the light on the below topics:

- 1) Topic 1
- 2) Topic 2
- 3) Topic 3
- 4) Etc

Feel free to add to this list as you see fit and share with the rest of us. Please be prepared as you always do. Your presence is highly appreciated.

Best Regards

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