

Meeting Announcement Sample

Dear All,

We are holding a meeting on [some date] at [some time] to discuss _____. Your presence is essential. We plan to go through the following points:

- 1) Meeting Point 1
- 2) Meeting Point 2
- 3) Meeting Point 3
- 4) Etc...

Please feel free to suggest additional topics as you see fit. If you are unable to attend, please inform me or send a representative. I look forward to seeing you there.

Best Regards

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