

Urgent Meeting Notification

Subject: URGENT - Emergency Meeting Called for [Date]

Team,

Due to unforeseen circumstances requiring immediate attention, an emergency meeting has been scheduled for [Date] at [Time]. This meeting is mandatory for all department heads.

Location: [Conference Room/Virtual Link]

Expected Duration: 1-2 hours

Critical issues to be addressed:

- [Brief description of urgent matter]
- Immediate action items
- Resource allocation decisions

Please cancel any conflicting appointments and prioritize attendance. Meeting materials will be provided at the session.

Regards,

[Your Name]

[Position]

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