

Professional Client Meeting Notice

Subject: Project Review Meeting - [Client Name] - [Date]

Dear [Client Name],

I hope this email finds you well. I would like to schedule a project review meeting to discuss the current progress and next phases of [Project Name].

Proposed Meeting Details:

Date: [Date]

Time: [Time]

Duration: Approximately [Duration]

Location: [Address] or [Virtual Platform]

Agenda:

- Project milestone review
- Budget and timeline updates
- Upcoming deliverables discussion
- Q&A session

Please confirm your availability or suggest alternative dates that work better for your schedule. I will send the meeting materials 24 hours in advance.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Company]

[Contact Information]

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