

Casual Internal Meeting Proposal Email

Subject: Let's Catch Up on Our Progress

Hi Team,

I think it would be helpful for us to get together and go over where we stand on the [Project Name]. How about meeting this Thursday at 3 PM in the conference room?

The goal is just to check in, share updates, and identify any roadblocks. Please bring along anything you feel is important to discuss.

Let me know if this time doesn't work for you.

Thanks,

[Your Name]

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