

Official Committee Meeting Proposal Letter

Subject: Proposal to Convene Committee Meeting

Dear Committee Members,

This is to propose a committee meeting to discuss [Specific Topic]. The meeting is suggested for [Date] at [Location/Platform].

The agenda will include:

- Review of past action items
- Progress reports
- New business proposals
- Next steps and scheduling

Kindly confirm your attendance at the earliest convenience.

Regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/meeting-proposal-letter>