

Project Launch Meeting Email

Subject: Project Kickoff Meeting - [Project Name]

Dear Team,

I'm excited to announce that we're ready to officially launch [Project Name]! To ensure everyone is aligned and we start strong, I'd like to schedule our project kickoff meeting.

Our agenda will include:

- Project overview and objectives
- Roles and responsibilities
- Timeline and key milestones
- Communication protocols
- Resource allocation
- Risk assessment and mitigation
- Q&A session

I'm proposing the following options for our kickoff:

- [Date] from [time] to [time]
- [Alternative date] from [time] to [time]

The meeting will be held in [location] with the option to join virtually for remote team members.

Please plan for approximately [duration] as we want to cover everything thoroughly.

Please confirm your attendance and let me know if you have any conflicts with the proposed times.

Also, feel free to suggest any additional topics you'd like to include in our discussion.

Looking forward to launching this exciting project together!

Best regards,

[Your Name]

[Project Manager Title]

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