

Sample Meeting Notice Letter

[YOUR NAME]

[YOUR COMPANY NAME]

[YOUR COMPANY ADDRESS]

[YOUR COMPANY EMAIL]

October 18, 2050

Dear Community Member,

You are hereby invited to attend a community meeting scheduled for November 5, 2050, at 6:00 PM. The meeting will be held at [YOUR COMPANY ADDRESS], Room A.

Agenda:

1. Review of Community Safety Initiatives
2. Planning for the Annual Fall Festival
3. Open Forum for Community Concerns

We encourage your participation as your input is valuable for our discussions and decision-making processes.

Please confirm your attendance by October 28, 2050.

Thank you, and we look forward to seeing you there!

Sincerely,

Signature

[YOUR NAME]

Meeting Letter Sample

SJ Ball



Meeting Letter Sample:

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Meeting Letter Sample Introduction

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