

# Formal Invitation Letter for Business Meeting Sample

[Your Company Letterhead]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Recipient Company/Organization Name]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

We are pleased to invite you to attend a business meeting scheduled to take place on [Date] at [Time]. The meeting will be held at [Venue/Location].

The primary purpose of this meeting is to **[state the purpose, e.g., discuss the upcoming project milestones, review quarterly performance, or explore potential collaboration opportunities]**. Please find the proposed agenda below:

- Opening and Introductions
- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]
- Q&A Session
- Closing Remarks

Kindly confirm your attendance by **[RSVP Date]** by replying to this email or contacting us at **[Contact Information]**. If you have any specific topics you wish to discuss, please let us know in advance.

We look forward to your valued participation and are confident that your insights will contribute to a productive meeting.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Company Name]