

A **formal notice of meeting sample business letter with agenda** serves as a professional communication tool used to inform participants about the details of an upcoming meeting. This letter clearly outlines the date, time, location, and purpose of the meeting, along with a well-structured agenda highlighting the topics to be discussed. Including the agenda helps attendees prepare in advance, ensuring a focused and productive discussion. Such formal notices are essential in business settings to facilitate effective planning, encourage participation, and maintain organized meeting management.

## Sample Formal Notice of Meeting Business Letter with Agenda

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

**To:** [Recipient Name]

**Position:** [Recipient Position]

**Department:** [Recipient Department]

**Subject:** Formal Notice of Meeting and Agenda

Dear [Recipient Name],

You are hereby formally invited to attend a meeting scheduled as follows:

- **Date:** [Meeting Date]
- **Time:** [Meeting Time]
- **Location:** [Meeting Location]
- **Purpose:** [Meeting Purpose, e.g., "Quarterly Business Review"]

Kindly find below the agenda for the meeting:

1. Opening Remarks and Attendance
2. Review of Previous Meeting Minutes
3. Financial Performance Overview
4. Project Updates
5. New Business Proposals
6. Open Discussion / Q&A
7. Action Items and Next Steps
8. Closing Remarks

Please confirm your attendance by replying to this email by [RSVP Deadline]. Should you have any additional topics to propose or questions regarding the agenda, do not hesitate to inform us prior to the meeting.

We look forward to your valued participation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]