

Sample Business Letter for Notice of Departmental Meeting

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

To: [Department Name] Team Members
From: [Your Name], [Your Position/Title]
Subject: Notice of Departmental Meeting

Dear Team,

This is to notify you that a departmental meeting has been scheduled as follows:

- **Date:** [Meeting Date]
- **Time:** [Meeting Time]
- **Location:** [Meeting Location/Room]

Agenda:

1. [Agenda Item 1]
2. [Agenda Item 2]
3. [Agenda Item 3]

The primary purpose of this meeting is to discuss [briefly state the main purpose or topic of discussion]. Your input and participation are important, and we encourage all members to attend and come prepared to contribute to the discussion.

If you have any topics to propose for the agenda or require any special accommodations, please contact me by [Deadline Date].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position/Title]