

# Sample Business Letter for Short Notice of Emergency Meeting

[Your Company Letterhead]

[Date]  
[Recipient Name]  
[Recipient Title]  
[Department/Company Name]

**Subject: Notice of Emergency Meeting**

Dear [Recipient Name],

This letter serves as an official notification of an emergency meeting scheduled on [Date] at [Time]. The meeting will be held at [Location].

The purpose of this emergency meeting is to address urgent matters concerning [State Brief Reason or Topic]. Your attendance and prompt participation are vital to ensure swift decision-making and effective resolution of the issue(s) at hand.

## Meeting Details:

Date: [Date]  
Time: [Time]  
Location: [Location]  
Agenda: [Brief Agenda or Topics to be Covered]

Please make it a priority to attend this meeting. If you are unable to participate in person, kindly inform us as soon as possible to arrange alternate means of participation.

We appreciate your understanding and cooperation in this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Contact Information]