

[Your Company Letterhead]

[Date]

[Client's Name]
[Client's Position/Title]
[Client's Company Name]
[Client's Address]
[City, State, ZIP Code]

Dear [Client's Name],

Subject: Notice of Scheduled Meeting

We hope this message finds you well. We are writing to formally invite you to a meeting to discuss [brief purpose of the meeting, e.g., "our upcoming project timeline and deliverables"].

Meeting Details:

Date: [Meeting Date]

Time: [Meeting Time]

Location: [Meeting Location or Virtual Meeting Link]

The main agenda items will include:

- [Agenda Point 1]
- [Agenda Point 2]
- [Additional Points as Needed]

Please let us know if you require any additional information or if there are specific topics you would like to discuss. We encourage you to come prepared with any materials or questions relevant to the agenda.

Kindly confirm your availability for the meeting at your earliest convenience. If the proposed schedule is not suitable, we are happy to accommodate a more convenient time.

We look forward to a productive discussion and continuing our valued partnership.

Sincerely,

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