

[Your Company Letterhead]

[Date]

[Recipient Name]  
[Recipient Position/Title]  
[Recipient Company]  
[Recipient Address]  
[City, Country, ZIP/Postal Code]

Dear [Recipient Name],

**Subject: Invitation to International Business Meeting**

On behalf of [Your Company Name], I am pleased to formally invite you to attend an international business meeting to be held on [Date] at [Time] at [Venue Name, Address, City, Country].

The primary objective of the meeting is to discuss and explore potential collaboration opportunities in the field of [Specify Field or Subject], review ongoing projects, and establish future strategies to strengthen our business relationship. The agenda will include:

- Opening remarks and introductions
- Presentation of current business initiatives
- Discussion of potential cooperation
- Agreement on action steps and timelines
- Q&A session
- Closing remarks

We highly value your participation, as your insights and expertise will be essential to the success of this meeting. Kindly confirm your attendance by [RSVP Date] by replying to this email or contacting our office at [Your Email Address/Phone Number].

Please find attached the detailed agenda and additional information regarding travel and accommodation arrangements. Should you require any assistance or further details, do not hesitate to reach out to us.

We look forward to welcoming you to [Meeting Location or City] and to a productive and rewarding discussion.

Yours sincerely,

[Your Name]  
[Your Position/Title]  
[Your Company Name]  
[Your Email Address]  
[Your Phone Number]