

Sample Business Letter for Notice of Virtual Meeting Invitation

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Recipient's Address]

Subject: Invitation to Virtual Meeting

Dear [Recipient's Name],

We are pleased to invite you to attend a virtual meeting scheduled as follows:

- **Date:** [Meeting Date]
- **Time:** [Start Time] – [End Time] ([Time Zone])
- **Platform:** [Zoom/Microsoft Teams/Google Meet/etc.]
- **Meeting Link:** [\[Insert Meeting Link\]](#)

Agenda:

1. [Agenda Item 1]
2. [Agenda Item 2]
3. [Agenda Item 3]
4. Other Business

Please confirm your attendance by replying to this email. Kindly ensure that you join the meeting at least 5 minutes before the start time to avoid any technical issues. If you need assistance accessing the virtual platform or encounter any difficulties, feel free to contact [Technical Contact Person & Email/Phone].

Your participation and valuable insights are important to us. We look forward to your presence at the meeting.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Email Address]

[Phone Number]