To,

[Name of Recipient]

[Recipient Address]

Date:

**Subject: Notification Letter for Meeting**

Respected Sir/Madam,

I am writing this letter to inform you about the meeting of [mention the name of Meeting like BOD meeting] that is going to be held on [mention day and date] at [mention time]. The main purpose of this meeting is to discuss [briefly explain what is required to be discussed in the meeting]. Additionally, we plan to discuss the following agendas as well in this meeting:

1. Agenda 1
2. Agenda 2
3. Agenda 3
4. Agenda 4

As this meeting is very important so we request you to make sure to take part in it and be there on specified time and date.

Regards,

Yours Sincerely,

[Sender Name]

[Sender Designation]

[Sender Signature]