Meeting Appointment Request Letter Format

{dd/mm/yy}

Name

Title

Organization

Address

City, State Zip Code

Re: Meeting Appointment Request Letter

Respected Mr. /Ms. Last Name:

This is to kindly notify you of an impending meeting of ***\_\_\_\_\_\_\_\_\_\_*** (identify the nature of the investors who are slated to participate in the meeting).

We plan to hold the meeting at ***\_\_\_\_*** (identify the exact venue or location of the meeting. If virtually, state so categorically).

It shall kick off at ***\_\_\_\_*** (spell out the start time) and persist through to ***\_*** (spell out the end time) on ***\_\_\_\_\_\_\_\_*** (specify the date in the mm/dd/yyyy format).

Please make appropriate arrangements to be in attendance.

Sincerely,

Signature (hard copy letter)

{Full Name}