**EMAIL TEMPLATE**

**OFFICIAL MEETING INVITATION EMAIL**

**[Mention the recipient’ name]**

**[Mention the corporation’ name]**

**[Mention the Job title]**

**[Mention the recipient’ address]**

**[Mention date]**

Ref: Invitation Letter for Business Meeting

On behalf of **[mention the name of the corporation],** I would like to request you to attend a one-day business meeting which we will be conducted by us at our office branch **[mention the name of the branch]** at **[mention the time]** on **[mention the date].** The meeting will last for **[mention the duration].**

This meeting is held to discuss our upcoming proposal **[mention the details]** and we will be more than pleased to hear about your valuable insights on it.

Our company has prepared certain presentations regarding this which we would like to discuss with you on that day and if you have any suggestions or want to make any alterations to them, please feel free to let us know and we will be making sure to get them done at once.

We are looking forward to this meeting very much. This proposal is considered by our entire team as one of the most crucial ones. For your further reference, we have attached a booklet to this letter offering you more detailed information so that it becomes convenient for you to come prepared for the meeting.

We all are looking forward to having a conversation with you discussing what more we can do to make this proposal a mutually beneficial one.

Have a great day ahead. Thank you,

Best regards,

**[Mention the sender’ name]**

**[Mention his designation]**

**[Mention the company name]**

**[Mention the company address]**