To:

**[RECIPIENT'S NAME]**

**RECIPIENT'S POSITION:** [Position]

**DEPARTMENT NAME**: [Department]

**COMPANY NAME**: [Company Name]

**ADDRESS:** [Address]

FROM

**[Sender Name]**

**[General Manager]**

**Sub:** Reminder - Upcoming Team Meeting

Dear Team,

I hope this memo finds you well. This is a friendly reminder about our upcoming team meeting scheduled for [Date] at [Time] in [Location]. Your attendance is essential as we will be discussing important updates and planning for the [project/event/initiative].

**Agenda:**

* [Agenda Item 1]
* [Agenda Item 2]
* [Agenda Item 3]

Please come prepared to share your progress, ideas, and any challenges you may be facing. We encourage active participation and open discussions to ensure we make the most of our time together.

In addition to the main agenda, we will also allocate some time for general announcements and any other items team members would like to bring up during the meeting. If you have any additional topics you'd like to include in the agenda, please let me know by [deadline] so that we can accommodate them accordingly.

If, for any reason, you are unable to attend the meeting, please inform me as soon as possible so that we can make the necessary arrangements. For those unable to attend in person, we will provide a conference call option. Please let us know in advance if you need the call-in details.

Thank you for your attention to this matter. Let's have a productive and engaging meeting!

Best regards,

[Your Name]

[Your Position/Title]

[Company Name]

[Contact Information]