

{Salutation} {First Name} {Last Name}  
{Position}  
{Company}  
{Address 1}  
{Address 2}  
{Town/City}, {County} {Postcode}

{#Date}

Dear {Salutation} {Last Name}

On behalf of {#Company}, I would like to invite you to attend our {#annual/quarterly#} meeting this coming {#Month#}. We will be meeting to discuss {#Topic#} and some related issues. The meeting will be held on {#Day#}, {#Month#} {#Date#} at {#Time#} {#am/pm#} at the {#Place of meeting#}, {#Address#}, {#Town/City#}, {#County#}.

We plan to have small group discussions first, then hold the formal meeting, and entertain questions from the floor. In the past, your input has always been extremely valuable, so we hope to see you at this meeting. Please let us know if you will be attending. Our number is {#Phone number#}.

Looking forward to seeing you in {#Month#}!

Yours sincerely,

{#Username}  
{#Company}