

Meeting invitation

[letter only]

< Insert participant's address >

Dear <insert participant's title and name>

I would like to invite you to a meeting/teleconference <delete as appropriate> to discuss <describe purpose of meeting>.

[For a face-to-face meeting:]

The meeting will take place on <insert date>, starting at <insert time> and finishing at <insert time>. It will be held at <insert location and address>. Please can you confirm whether you will be able to attend the meeting by <insert date>.

[For a teleconference:]

The teleconference will take place on <insert date>, starting at <insert time> and finishing at <insert time>. Please dial <insert number and dial in details> to join the call. It would be very helpful if you could confirm whether you are able to participate in the teleconference by <insert date>.

I have enclosed <insert number> additional documents which provide some background information on <insert details>. An agenda will also be sent to you shortly.

I look forward to hearing from you.

Kind regards

<Insert name>

<Insert contact details>

<Insert position/title in organisation>

If the invite is being sent by email, write the meeting's name in the subject title.

The first paragraph states the main purpose of the meeting.

Give the time and date of the meeting. If it's a face-to-face meeting, include the location, providing directions and a map if necessary.

For a teleconference, you need to provide the telephone number to phone, and any dial in details. If participants are joining from different countries, give the time local to their country.

Describe any documents they will receive (e.g. meeting agenda, introductory information), and/or any preparation they should do prior to the meeting. It may also be useful to let them know who the other participants will be.