**Sample meeting request email**

*To: (Recipients)*

*From:*

*Subject: MEETING REQUEST*

*Date: 8TH FEB. 1786*

This notice is to inform you that there will be a meeting in (ROOM) on (DATE). The meeting will begin promptly at (TIME) and is expected to last approximately (TIME).

The main purpose of the meeting would be to strategize on ad campaign ideas for new johndoe product – Please bring any relevant data you have. You may wish to make copies prior to the meeting that we may all have them for reference.

*I suggest also that you take the time to make a list of any questions or comments you wish to make during the meeting. Such a list will ensure a more efficient and effective discussion.  
Please make every effort to attend. If you are unable to be present personally, please send a representative to take notes and/or present materials. Such a representative should be able to answer questions on your behalf.*

*I look forward to seeing you at our meeting.*

*Thank you.*

*Best regards,*

*JM*