**MEETING REQUEST EMAIL TO COLLEAGUES (SAMPLE)**

*\**Emails in this category are often permitted to be in a less formal tone than normal –depending on the information being relayed in the email; it may reflect the personality of the sender as he/she is known in the office environment

**Sample meeting request email**

*To: (Recipients)*

*Subject: Meeting Request: Celebratory sign-off  on JohnDoe Product Ad-campaign*

*Hello All,*

*As it was informed  us in the last meeting that the johndoe product campaign launch is scheduled for the  15thDecember 1786 therefore a sign off meeting has been organized by the management for us before the kick start.*

*It marks the success of our new project significantly – Therefore we are required to be at the “Banquet hall” sharp at 4pm tomorrow, hopefully, this would serve to motivate us to make the upcoming project a grand success for our company.*

*Come dressed for entertainment.*

*Thank you!*

*Janet Manuel.*