

Letter Announcing a Meeting about a Book Keeping Program

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

The company has decided to start a new bookkeeping program and it has been decided to process this program the 20th of this month. All the team members of the bookkeeping department are asked to attend the meeting tomorrow at 12 p.m. Every member of the bookkeeping department is required to take the training session which will be held on this weekend.

[Your Name]

[Senders Title] -Optional-