

# Letter to Call a Meeting to Discuss Management Issues

**[Your Name]**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [Recipient's Name],

There are many management issues prevailing in our company. I want all the managers to enjoin and discuss all these issues. The company is setting up a meeting on 15<sup>th</sup> September in which all the managers will come and discuss the issues and suggestions will also be taken from the managers to solve all the issues related to the management.

**[Your Name]**

[Senders Title] -Optional-