

Letter Announcing a Monthly Sales Meeting

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

This letter is being written to announce the conduction of monthly sales meeting that will be conducted on coming Saturday at 1 p.m. The meeting will be held at conference room. The issues which are going to be discussed in the meeting will be

- Sales per area
- Status of new product launched
- Advertising options
- Production costs

We hope to see you in the meeting on time.

[Your Name]

[Senders Title] -Optional-