

Letter Announcing a Monthly Budget Meeting

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

Our monthly budget meeting will be conducted on coming Friday at 1 p.m. our managers will be leading the meeting along with our German branch through video conferencing. The meeting is directly related to the building project and we will be happy to see anyone from this department. Please make it sure that all the team members are ready to come in the meeting and are ready to update on the recent status of the building project. Please ensure that you assistant will provide all the necessary details which you will be needed in the meeting.

[Your Name]

[Senders Title] -Optional-