

Letter to Call a Meeting for Office Problems

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

As you know the company is facing serious financial crisis because of many reasons and these problems are getting worse with time. I fear we will have to close our company if these situations persist. I want you to join me in meeting tomorrow at 4 p.m. we will discuss some important matters and also apply some strategies which can be helpful for us in future.

[Your Name]

[Senders Title] -Optional-