

Letter to Call Monthly Meeting to Review Business Strategies

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

As you know we set up some business strategies in the start of this year and since then we had no meeting to review all those strategies. There are some changings which are required to be made in the strategies which will be made after a joint meeting. We are conducting meeting this Thursday at 12 p.m. in which we will be discussing some new strategies for the company as well as review the existing one.

[Your Name]

[Senders Title] -Optional-