

# Monthly Meeting Announcement Letter

**[Your Name]**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

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

Dear [Recipient's Name],

Our monthly meeting related to employees training and other affairs of the company will be held on coming Thursday at 1 p.m. We shall discuss some new policies which we want to be implemented by the end of this month. Some new rules and regulations which we have imposed will also be discussed. We will reviewing our all policies and will also determine the penalty in case of violating our any rule. We expect to see you in the meeting.

**[Your Name]**

[Senders Title] -Optional-