Dear Members:

The ……………….. invites you to attend:

the …………………………….

The topics to be discussed include the following :

1. ................................. .
2. .......................
3. ......................

We look forward to your valuable attendance at the following date , time and place:

Date : …………………….  
Time : …………………

Place : …………………….

For more information , please don’t hesitate to contact …………………….

Respectfully

**Signature of**