

Subject: Reminder: Upcoming Market Expansion Strategy Meeting

Dear Team,

This is a friendly reminder about our upcoming Market Expansion Strategy Meeting scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please come prepared with your insights and ideas to discuss our strategies for growth in new markets.

Looking forward to our fruitful discussion.

Best regards,

[Your Name]

[Your Position]

[Your Company]