

# Health Care Proxy Meeting Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Invitation to Health Care Proxy Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to invite you to a meeting to discuss health care proxy arrangements and your preferences in case of a medical emergency.

## Meeting Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

It is important to ensure your health care wishes are known and documented. During this meeting, we will go over the necessary forms, answer any questions you may have, and ensure that your preferences are honored.

Please confirm your attendance at your earliest convenience. If you have any specific topics you would like to discuss, feel free to let me know.

Thank you, and I look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Contact Information]