

Meeting Invitation

Dear [Subcontractor's Name],

We would like to invite you to a meeting for an end-of-project review to discuss the outcomes and experiences related to the [Project Name].

Date: [Date]

Time: [Time]

Location: [Location or Virtual Meeting Link]

Please confirm your attendance by [RSVP Date]. We look forward to discussing your valuable insights and feedback.

Thank you for your collaboration and hard work throughout this project.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]