

Church Committee Meeting Alert

Date: [Insert Date]

Dear [Committee Member's Name],

This is a reminder that there will be a church committee meeting on [Insert Date] at [Insert Time]. The meeting will be held at [Insert Location].

Agenda:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Please make it a priority to attend, as your input is valuable for the discussions. If you are unable to attend, kindly notify us in advance.

Thank you for your dedication to our church community.

Sincerely,
[Your Name]
[Your Position]
[Church Name]