

Paperback Launch Planning Session

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location or Virtual Meeting Link]

Dear [Team/Recipient's Name],

I hope this message finds you well. As we prepare for the upcoming launch of our paperback edition of [Book Title], I would like to invite you to a planning session to discuss our strategy and key tasks to ensure a successful release.

Agenda:

- Overview of the paperback edition
- Marketing Plan
- Launch Event Details
- Distribution Strategies
- Q&A Session

Please come prepared to share your ideas and insights. I believe your contributions will be invaluable to the success of our launch.

Looking forward to seeing you all!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]