

Subject: Appeal for Agenda Item Submission

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for the consideration of my proposed agenda item for the upcoming [Meeting Name/Date].

The item I would like to submit is titled "[Title of Agenda Item]" and aims to address [briefly explain the purpose and importance of the agenda item]. I believe that discussing this matter will greatly benefit our organization and contribute to [mention any relevant goals or outcomes].

Given the relevance and urgency of this item, I kindly request that you allow it to be included in the agenda. I am convinced that it will spark valuable discussions and lead to positive actions.

Please let me know if you need any further information or if there are any forms I should complete to ensure my submission is considered.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]