

Dear [Recipient's Name],

This is a friendly reminder regarding the submission of agenda item proposals for the upcoming [Meeting Name] scheduled on [Date]. Please ensure that your proposals are submitted by [Submission Deadline] to allow for adequate review and consideration.

Your input is valuable, and we look forward to your contributions to enhance our discussions during the meeting.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]