

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for the upcoming meeting scheduled for [insert date], I would like to kindly request your input on any topics you would like to see included in the agenda.

Your insights are invaluable, and I believe they will help ensure a productive discussion. Please feel free to share any specific items or areas you think should be addressed.

Thank you in advance for your contributions. I look forward to your suggestions by [insert deadline].

Best regards,

[Your Name]

[Your Contact Information]