

Subject: Solicitation of Discussion Points for Upcoming Meeting

Dear Team,

I hope this message finds you well. As we prepare for our next meeting scheduled for [insert date and time], I would like to invite you to share any discussion points or topics you believe should be addressed.

Your insights and contributions are invaluable, and I want to ensure that we cover what is most important to everyone involved. Please send me your suggestions by [insert deadline] so that we can plan our agenda accordingly.

Thank you for your cooperation, and I look forward to hearing your thoughts.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]