

# Assurance Letter for Strategic Planning Meeting

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company/Organization: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to confirm your participation in the upcoming Strategic Planning Meeting scheduled for [insert date and time] at [insert location]. This meeting aims to outline our objectives for the upcoming year and to foster collaboration among team members.

We assure you that your insights and contributions will be invaluable in achieving our goals. Please find attached the agenda for the meeting and any preparatory materials necessary for your review.

Should you have any questions or require further information, do not hesitate to reach out to me directly at [your contact information]. We look forward to your enthusiastic participation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]