

Committee Meeting Agenda Notice

Date: [Insert Date]

To: [Committee Members]

Dear Committee Members,

This is to inform you that a committee meeting has been scheduled for [Insert Date] at [Insert Time]. The meeting will take place at [Insert Location].

Agenda:

1. Call to Order
2. Approval of Previous Meeting Minutes
3. Reports
 - Treasurer's Report
 - Committee Chair Report
4. Old Business
5. New Business
6. Open Forum
7. Adjournment

Please make it a priority to attend this important meeting.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]