

# Committee Meeting Agenda Update

Date: [Insert Date]

To: [Committee Members]

From: [Your Name]

Subject: Update on Upcoming Committee Meeting Agenda

**Dear Committee Members,**

I hope this message finds you well. I am writing to provide an update on the agenda for our upcoming committee meeting scheduled for [Insert Date and Time]. Please find the revised agenda below:

## **Agenda**

- Welcome and Introductions
- Review of Previous Meeting Minutes
- Financial Update
- Discussion on New Initiatives
- Open Forum for Member Suggestions
- Closing Remarks

Please review the agenda and prepare any materials you would like to discuss during the meeting. If you have any additional items you would like to add, please inform me by [Insert Deadline].

Thank you for your continued commitment and participation.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]