

# Agenda Announcement for Upcoming Business Advisory Council Meeting

Dear Members of the Business Advisory Council,

We are pleased to announce our upcoming meeting scheduled for **[Date]** at **[Time]**. The meeting will take place at **[Location]**.

## Agenda:

1. **Welcome and Introductions**
2. **Review of Previous Meeting Minutes**
3. **Updates on Current Initiatives**
4. **Discussion on Future Strategies**
5. **Open Floor for Member Concerns and Suggestions**
6. **Next Steps and Action Items**

Please confirm your attendance by **[RSVP Date]**. We look forward to your valuable contributions and suggestions as we continue to strengthen our council's impact on the community.

Best regards,

**[Your Name]**

**[Your Title]**

**[Company/Organization Name]**

**[Contact Information]**