

Invitation to Strategic Planning Session

Dear [Team/Department Name],

We are excited to invite you to our upcoming Strategic Planning Session scheduled for [Date] at [Time]. This session will take place at [Location/Virtual Link].

The purpose of this meeting is to foster cross-functional collaboration and develop a unified strategy that aligns with our organizational goals.

Agenda:

- Welcome and Introductions
- Overview of Current Strategic Goals
- Breakout Sessions for Team Inputs
- Discussion on Collaboration Opportunities
- Action Items and Next Steps

Your insights and contributions are invaluable, and we look forward to having team members from all areas come together for this important discussion.

Please RSVP by [RSVP Date] to ensure we accommodate everyone.

Thank you, and we look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]