

Invitation to Strategic Planning Session

Dear [Department Head's Name],

We are pleased to invite you to participate in a Strategic Planning Session scheduled for **[Date]** at **[Time]**. The session will take place at **[Location]**.

The purpose of this session is to collaboratively outline our strategic goals and initiatives for the upcoming year. Your insights and expertise are invaluable to this process, and we believe your participation will greatly enhance our discussions.

Please prepare to share your departmental objectives and any challenges you foresee, as well as potential strategies to overcome them.

Kindly confirm your attendance by **[RSVP Date]**.

We look forward to your valuable contributions!

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]