

# Last-Minute Inclusion Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a last-minute addition to the agenda for [event/meeting name] scheduled on [date] at [location].

We are pleased to announce that [Name of the individual or group being added], will be joining us to discuss [brief description of the topic]. This exciting inclusion will provide further insights into [related topic or benefit].

We appreciate your understanding of this addition at short notice and look forward to a fruitful discussion.

Thank you for your attention, and we apologize for any inconvenience this may cause.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]