

Notification of Migration Assistance Meeting

Dear [Recipient's Name],

We are pleased to invite you to a Migration Assistance Meeting scheduled for [Date] at [Time]. This meeting will take place at [Location or Virtual Platform].

The purpose of this meeting is to provide information and guidance regarding the migration process, and to assist you with any questions or concerns you may have.

Please confirm your attendance by [RSVP Date]. Should you have any questions in the meantime, feel free to contact us at [Contact Information].

We look forward to your participation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]