

Notification of Interdepartmental Budget Meeting

Dear Team,

We are pleased to inform you that an interdepartmental budget meeting has been scheduled for **[Date]** at **[Time]**. The meeting will take place in **[Location/Virtual Link]**.

The agenda for the meeting includes:

- Review of previous budget allocations
- Departmental budget proposals
- Discussion on financial forecasting
- Q&A session

Please make it a priority to attend as your input is valuable in this collaborative effort. If you have any topics or questions you would like addressed, please send them to **[Contact Person]** by **[Deadline]**.

Thank you for your attention. We look forward to your participation.

Best regards,

[Your Name]
[Your Position]
[Your Department]
[Company Name]