

Inquiry About Upcoming Team Meeting

Dear [Team Member's Name],

I hope this message finds you well. I am writing to inquire about your availability for the upcoming team meeting scheduled for [date and time]. It is important that we have your input on the agenda items.

Please let me know if you will be able to attend or if there are any scheduling conflicts that we should consider.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]