

# Pension Fund Investment Committee Meeting

Date: [Insert Date]

To: [Committee Members]

From: [Your Name/Title]

Subject: Upcoming Investment Committee Meeting

Dear Members,

I would like to invite you to the upcoming Pension Fund Investment Committee meeting scheduled for [Insert Date] at [Insert Time]. The meeting will take place at [Insert Location/Virtual Platform Details].

The agenda for the meeting will include the following items:

- Review of the previous meeting minutes
- Performance review of current investments
- Discussion on potential new investments
- Market updates
- Other business

Please prepare any necessary reports or presentations in advance. Your input is invaluable for the stewardship of the fund.

Kindly confirm your attendance by [Insert RSVP Deadline].

Thank you, and I look forward to seeing you all.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]