

Subject: Request for Additional Topics for Upcoming Meeting Agenda

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for the upcoming meeting scheduled for [Date], I would like to ensure that our agenda covers all relevant topics. If you have any additional subjects or concerns that you believe should be included in our discussion, please feel free to share them with me.

Your input is invaluable, and I want to make sure our meeting is as productive as possible. Please send any suggestions by [Deadline] so we can finalize the agenda.

Thank you for your collaboration!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]