

# Meeting Agenda Distribution Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request the distribution of the agenda for the upcoming meeting scheduled on [Date] at [Time]. Having the agenda in advance will allow all participants to prepare appropriately and contribute to a productive discussion.

Could you please ensure that the agenda is shared with all attendees by [Deadline]? Your assistance in this matter is greatly appreciated.

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

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]