

# Request for Agenda Submission

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for our upcoming meeting scheduled for [Insert Meeting Date], I would like to request that you submit your agenda items for discussion prior to the meeting.

In order to ensure an efficient and productive gathering, please send your proposed agenda items by [Insert Deadline for Submission]. This will allow us to compile all input and distribute a finalized agenda ahead of time.

Thank you for your cooperation and understanding. If you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Email]

[Your Phone Number]