

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the details of the agenda for our upcoming meeting scheduled on [date of the meeting]. Understanding the agenda in advance will help us prepare accordingly and ensure that our discussions are productive.

Could you please provide the key topics that will be covered? Additionally, if there are any documents or materials that we should review prior to the meeting, I would appreciate your guidance on those as well.

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

Best regards,

[Your Name]