

# Community Meeting Notification

Dear [Community Member's Name],

We are pleased to announce that a community meeting will be held on **[Date]** at **[Time]**. The meeting will take place at **[Location]**.

The agenda for the meeting will include:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Your participation is important to us as we discuss key issues affecting our community.

Please RSVP by **[RSVP Date]** to ensure your place.

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]