

Instructor Meeting Notification

Dear [Instructor's Name],

We are writing to inform you about the upcoming instructor meeting.

Meeting Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]
- **Agenda:**
 - [Agenda Item 1]
 - [Agenda Item 2]
 - [Agenda Item 3]

Please confirm your attendance by [RSVP Date]. We look forward to your valuable input.

Best regards,

[Your Name]

[Your Title]

[Your Institution]