

# Reminder: Strategic Plan Review Meeting

Dear [Recipient's Name],

This is a friendly reminder for the upcoming Strategic Plan Review Meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Link to virtual meeting].

Agenda:

- Review of Current Strategic Objectives
- Assessment of Progress
- Discussion of Challenges and Opportunities
- Next Steps and Action Items

Please come prepared to discuss your department's updates and any relevant materials you may have.

If you have any questions or need to reschedule, feel free to reach out.

Looking forward to our discussions!

Best regards,

[Your Name]

[Your Position]

[Your Company]