

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your attendance at a strategic planning meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Virtual Link].

The purpose of this meeting is to discuss our strategic initiatives for the upcoming year, align our goals, and ensure that we are all on the same page moving forward. Your insights and experience will be invaluable to this discussion.

Kindly confirm your availability for the meeting at your earliest convenience. If you have any agenda items you would like to discuss, please feel free to share them with me prior to the meeting.

Thank you for considering this request. I look forward to your positive response.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]