

# Request for Participation in Annual Business Review

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. As we approach our Annual Business Review (ABR) scheduled for [insert date], we would like to formally invite you to participate in this important event.

The purpose of the ABR is to assess our achievements over the past year and discuss our goals and strategies for the upcoming year. Your insights and feedback will be invaluable to our discussions.

Details of the meeting are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Agenda:** [Briefly outline agenda topics]

Please confirm your availability for the ABR at your earliest convenience. We truly value your participation and look forward to your contribution to the discussions.

Thank you for considering this invitation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]