

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that you have been appointed for a Nutrition Advisory Meeting.

**Date:** [Insert Meeting Date]

**Time:** [Insert Meeting Time]

**Location:** [Insert Meeting Location]

The agenda for the meeting will include:

- Review of current nutrition guidelines
- Discussion of community nutrition needs
- Strategies for improving nutritional outreach

Please confirm your attendance by [Insert Confirmation Date]. If you have any questions, feel free to reach out at [Insert Contact Information].

We look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]