

Invitation to Preliminary Meeting

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Preliminary Meeting for [Project Name] Launch

Dear [Contractor's Name],

We are pleased to invite you to a preliminary meeting regarding the launch of the [Project Name] project. This meeting aims to outline project expectations, timelines, and key deliverables.

Meeting Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Venue/Link for Virtual Meeting]

Please confirm your attendance by [Insert Confirmation Deadline]. We look forward to your insights and collaboration on this project.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]