

Project Initiation Meeting Invitation

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Invitation to Project Initiation Meeting

Dear [Contractor's Name],

We are pleased to invite you to the Project Initiation Meeting for the [Project Name], scheduled for [Date] at [Time]. The meeting will be held at [Location/Virtual Platform].

The purpose of this meeting is to discuss the project objectives, scope, timeline, and roles and responsibilities.

Agenda:

- Introduction and Opening Remarks
- Project Overview
- Discussion of Scope and Deliverables
- Timeline and Milestones
- Roles and Responsibilities
- Q&A Session
- Next Steps

Please confirm your attendance by [RSVP Date]. We look forward to your active participation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]