

# Interdisciplinary Coordination Meeting Invitation

Date: [Insert Date]

To: [Contractor Name]  
[Contractor Company Name]  
[Contractor Address]  
[City, State, Zip Code]

Dear [Contractor Name],

We are writing to invite you to an interdisciplinary coordination meeting scheduled for [insert date] at [insert time]. The meeting will take place at [insert location]. The purpose of this meeting is to discuss the ongoing project's scheduling requirements and to ensure seamless collaboration between all disciplines involved.

Agenda:

- Review of project timelines
- Discussion of interdisciplinary tasks and responsibilities
- Identification of potential scheduling conflicts
- Open floor for questions and feedback

Please confirm your attendance by [insert RSVP date] so we can make the necessary arrangements. Your participation is crucial for the success of our project.

Thank you, and we look forward to your response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]