

You're Invited to an Advanced Care Planning Meeting

Dear [Recipient's Name],

We are pleased to invite you to an important meeting regarding your advanced care planning. This meeting will provide an opportunity for you to discuss your healthcare preferences and make informed decisions about your future care.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please RSVP by [RSVP Date] to confirm your attendance.

If you have any questions, feel free to contact us at [Contact Information].

We look forward to seeing you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]