

# Invitation to Palliative Care Planning Meeting

Dear [Recipient's Name],

We would like to invite you to a Palliative Care Planning Meeting to discuss the care options and support available for [Patient's Name]. This meeting aims to ensure that we align the care plan with the patient and family's wishes, focusing on comfort and quality of life.

**Date:** [Date]

**Time:** [Time]

**Location:** [Location]

Your presence is important as we navigate this process together. Please feel free to bring any questions or concerns you may have.

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

Thank you, and we look forward to seeing you.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]