

Click to verify





























including the main objectives, critical topics, or any new information that participants should be aware of. Aim for concise and clear, but make sure to address any questions or concerns the recipient may have. Next, propose a specific date, time, and location (physical or virtual) for the meeting, and ask for confirmation or availability. You can provide multiple options if you're uncertain about the recipient's schedule. 3. Closing Remarks End your email on a positive note, expressing your anticipation for the recipient's participation and their valuable input in the meeting. Reiterate your gratitude for their time and consideration. 4. Attachments If you have any relevant materials, such as an agenda, reports, or supporting documents, attach them to the email. Make sure to mention these attachments in the body of your email to ensure the recipient knows to look for them. Begin by choosing an appropriate subject line that lets the recipient know the email's purpose, such as "Scheduling a Team Meeting" or "Discussing Project Goals". In the body of the email, start by briefly mentioning the purpose of the meeting. Example 1: "Hi John, I hope you're doing well. I wanted to touch base with you regarding our upcoming project. It would be great if we could schedule a meeting to discuss our team goals and timeline." Next, propose a few possible dates and times for the meeting. Make sure to take into account the recipient's availability and any other commitments they might have. Example 2: "I'm available on Tuesday, March 29th at 10:00 AM, Wednesday, March 30th at 11:00 AM, or Thursday, March 31st at 9:00 AM. Please let me know which time works best for you. I'll make sure to be there on time." If you're organizing a meeting with multiple participants, consider using a scheduling tool like Doodle or Calendly to help find a time that works for everyone. This can help save time and minimize back-and-forth emails. 15 Examples: How to Thank Someone for Their Time To wrap up the email, thank the recipient in advance for their response: "Looking forward to your insights on this matter. Thank you for your time!" or "Thank you for your time, and I'm looking forward to discussing our project goals with you." Crafting a clear and concise subject line is important for grabbing the recipient's attention. Here are some examples of effective subject lines: "Meeting Request: [Topic/Project Name]" "Discussion [Project Name] on [Date]" "Team Catch-Up [Topic/Department] on [Date and Time]" "Request for Meeting: [Your Name] and [Recipient's Name]" Example 2: Simple Meeting Request: Meeting Request - Project Update Dear [Colleague's Name], I hope you're doing great. I'd like to schedule a meeting to discuss the progress and updates on our current project. Are you available on [date] at [time]? The meeting should take around 45 minutes to 1 hour. Please let me know if that works for you or suggest alternative dates and times. Looking forward to your response. Best, [Your Name] Example 3: Group Meeting Subject: Meeting Meeting on [date] - [MM/DD/YYYY] Hi [Name], I'd like to set up a team meeting for us to discuss our current work and future plans. We'll meet on [date] at [time] in the [location] room for our meeting link. The topics for the meeting include: Project updates/Upcoming deadlines Team goals Please confirm your attendance and feel free to suggest any additional topics you'd like to discuss. I'll send you a calendar invite with the meeting link and agenda. Please let me know if you're available. Thank you! [Meeting Topic] Example 4: Virtual Meeting Subject: Meeting Meeting on [date] at [time] Hi [Name], I'd like to schedule a meeting with you to discuss [Meeting Topic]. The meeting will take place at [Location] and is expected to last for [Duration]. Please let me know if that works for you or if you have an alternative date and time in mind. Looking forward to speaking with you. Best regards, [Your Name] Example 5: Subject: Meeting Invitation: [Meeting Topic] Hello everyone, I'd like to invite you all to a meeting on [Meeting Topic]. The meeting is scheduled for [Date] at [Time] and will take place at [Location]. We expect the meeting to last approximately [Duration]. The agenda includes: [Agenda Item 1] - [Agenda Item 2] - [Agenda Item 3] Please confirm your availability by replying to this email. If you can't make it or have any questions, don't hesitate to let me know. Thanks and looking forward to our discussion! Best regards, [Your Name] Example 6: Subject: Virtual Meeting Invitation: [Meeting Topic] Hi [Recipient's Name], I hope this email finds you well. I'm reaching out to schedule a virtual meeting to discuss [Meeting Topic]. Let's plan for [Date] at [Time]. The meeting will be held on [Video Conferencing Platform] and is expected to last [Duration]. Here's the link to join the meeting: [Virtual Meeting Link] Please let me know if that works for you or if you have an alternative date and time in mind. In case you have any difficulties joining the meeting or need assistance, feel free to reach out. Looking forward to our meeting. Best regards, [Your Name] When writing an email to schedule a meeting with your manager, it's important to emphasize the purpose, be respectful of their time, and offer flexibility. 195 Positive Words to Describe Yourself [with Examples] Example 7: Subject: Request for Meeting to Discuss [Project/Goal] Hi [Manager's Name], I hope you're well. I'd like to discuss [topic or project] with you, to gather some insight and guidance. Could we schedule a [duration] meeting at your earliest convenience? Here are a few available time slots that work for me: [Date and Time options] Please let me know which time suits you best. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 8: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 9: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 10: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 11: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 12: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 13: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 14: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 15: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 16: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 17: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 18: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 19: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 20: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 21: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 22: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 23: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 24: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 25: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 26: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 27: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 28: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 29: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 30: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 31: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 32: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 33: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 34: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 35: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 36: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 37: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 38: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 39: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 40: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 41: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 42: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 43: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 44: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 45: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 46: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 47: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 48: Subject: Meeting Request: [Topic/Project Name] Hi [Name], I hope you're doing well. I'd like to schedule a meeting to discuss [topic or project] with you. I'll make sure to be on time. Thank you for your time and consideration. Best regards, [Your Name] Example 4



with the date and topic of the meeting. Including these details means that people will know when it is and what’s to be discussed without even opening the email. For instance, you might write, “Meeting 12/8: New reporting guidelines.”[1] Warning: Leaving out the topic of the meeting will probably cause people to reply, asking if it’s relevant to their department or if their attendance is mandatory, so be sure to state the topic! 2 Ask for confirmation of attendance in the subject line. If you need to know who is going to come to the meeting, ask for confirmation in the subject line. That way, they’ll know they need to respond as soon as possible even before they open the email. You might write, “Friday 10/6 HR meeting, please confirm ASAP.”[2] You could also write, “Please RSVP: HR meeting 10/6.” Advertisement 3 Let them know if it’s an emergency meeting in the subject line. If it’s a pressing or time-sensitive issue that warrants a meeting right away, add a sense of urgency to the subject line. For instance, you could write something along the lines of, “Emergency meeting Monday 2/31: Cybersecurity.”[3] It’s important to note the subject of the meeting as well to give them some idea of what to expect. 4 State whether attendance is mandatory or suggested. If you work for a large company, some people’s presence may not be required for every meeting. State the relevant department in the subject line or let recipients know if they must attend. For instance, you could write, “Mandatory marketing meeting 10/6.”[4] If the meeting isn’t required, you could write: “Suggested meeting 10/6 on efficient research tactics.” 5 Use full words in your subject line to avoid any confusion. Abbreviations may seem efficient, but they’re not as specific as full words and can cause confusion. For instance, “SAP” could mean “systems and processing” or “sampling and analysis plan” depending on who is and isn’t familiar with your lingo.[5] However, it’s okay to use common abbreviations like “RSVP,” “HR,” and “Wed.” Advertisement 1 Write a brief, friendly introduction and a short note. Introducing yourself is necessary if you work for a big company or if you don’t know everyone yet. It’s also important to mention in this short intro if any documents or supplies need to be completed and/or brought to the meeting.[6] Make your introduction personable or relevant to the work. For example, “Hello team, I’m looking forward to the new program launch next week!” Tip: Remind the recipients if they need to complete any tasks or bring anything with them to the meeting. For instance, “As a reminder, please bring 4 printed copies of your vendor contact lists.” 2 List the meeting date and time on its own line so it stands out. This is essential information for people to attend the meeting, so you want it to be clear and stand out from the rest of the text. Indent 2 lines above and below it and/or put it in bold font.[7] Example: “October 6, 10:30 - 11:45AM” If the meeting is online, list the time zone so people in different time zones won’t miss out due to miscommunication. For instance, you might write: “October 6, 10:30 - 11:45AM (PST)” 3 List the location after the date and time. Make the location stand out just as much as the date and time—especially if you’re meeting in a new spot, if it’s tricky to find, or if you know some of the recipients aren’t familiar with the location. For virtual meetings (either through a live forum or video chat), provide a link to the forum or video call for easy access.[8] When giving directions, be as detailed as possible. As an example: “Please come to conference room 592 in the Timaren building (209 Nix St.). Room 592 is located in the 2nd tier of the building, so you’ll need to take the elevator up from the ground floor, exit on 12, and use the elevators on the south side of the building (to your left) to go up to the 59th floor.” 4 Share the purpose of the meeting. Let the recipients know what the meeting is going to accomplish. Offering a short agenda for the meeting will help them recognize which tasks need to be done beforehand. You can simply state the topic (like “Cybersecurity Update”) or you could provide a timeline:[9] 10:30 - 10:45 Share status updates for project 10:45 - 11:10 Compare and select viable offers 11:10 - 11:30 Brainstorming and goals for launch 5 Proofread your email for grammatical and factual errors. The most important things to proofread are the date, time, and location of the meeting, so make sure you have those correct! You can also proofread your introduction, agenda, or other notes that you may have included to make sure you’ve covered all the basics.[10] Read your email aloud to make sure your writing is clear and concise before sending it out. Advertisement 1 Click on “New Meeting” under the home tab in Outlook. If your company uses a communication database with an integrated calendar, like Outlook, use it to set up your meeting. That’s typically the preferred point of contact for people you work with. If your company doesn’t use Outlook or anything like it, you can use your work-related email to send the invitation. 2 Select a time and date from the “Scheduling Assistant” window. After creating a new meeting, the calendar window will pop up. Click on “Scheduling Assistant” and highlight an available time and date for your meeting. Make sure it’s a time when you and the intended attendees are available. Depending on your company’s application, you might need to adjust your viewing settings to show everyone’s schedule (in addition to your own). 3 Add attendees by typing in their names or using your address book. Click on the text bar to manually input names or scroll through your address book and select their names from the list. Use the “Scheduling Assistant” function to check other people’s availability. If people aren’t available, their names will appear highlighted. The assistant will even show recommended time slots to suit you and the attendees schedules. 4 Set the start and end times for the meeting. Make sure the date of the meeting is the date you selected earlier on, and click on the calendar button to make any changes if necessary. Then use the drop down arrows to the right of the time listings to select the correct start and end times. Adding end-times is most respectful of people’s time so they know what to expect and can plan their commute or work around the meeting. 5 Click “Appointment” under the “Meeting” tab at the top of the screen. Clicking this button will return you to the general appointment screen and you should see your entry scheduled. From here, you’ll be able to add a subject, location, and notes. If you don’t see your entry scheduled on the appointment screen, go back and repeat the process until it shows up. 6 Be specific when entering the subject, location, and notes. Let the recipients know what the meeting is about in a few brief words (e.g., “Upcoming Product Testing”). Be specific about the location, providing directions if it’s not a typical meeting place or if it’s tricky to get to. Add any additional notes (like any prep work) that are relevant to the meeting. Give the address of the location, even if you think they already know it. Click “send” when you’re finished. Tip: Avoid overly broad subjects like “brainstorming” because that doesn’t tell people much about the purpose of the meeting. Instead, you might say, “brainstorming vendors for new product.” Advertisement Add New Question Question How early should I send the invite for a quarterly meeting? Pete Canalichio Brand Strategist & Licensing Expert Pete Canalichio is a Brand Strategist, Licensing Expert, and Founder of BrandAlive. With nearly 30 years of experience at companies such as Coca-Cola and Newell Brands, he specializes in helping brands find the most authentic parts of their story to build a brand strategy. Pete holds an MBA from the University of North Carolina at Chapel Hill and a BS in Physics from the United States Naval Academy. In 2006, he won an MVP Award from Newell Brands for his contributions to their Global Licensing department. He’s also penned the award-winning book, Expand, Grow, Thrive. Send invites at least a month in advance if it’s for a quarterly committee meetings to help everyone save the date. Then, you can share a clear agenda two weeks before the meeting so participants can review it and give feedback. A week before the meeting, provide any supporting documents so everyone comes prepared. Make it clear that the meeting will start on time and set a policy that latecomers won’t be admitted after five minutes to respect everyone’s time and avoid interruptions during the meeting or presentation. Question Can I do a meeting invite from Yahoo Calendar? Add an event. Click Create Event. Enter your event info. Optionally, click More options to: Set a reminder time. Question How do I write an official email to invite managers to a meeting? Stay brief. You don’t want a long email that will drag out, as your recipients will most likely see the gist as unclear. Use full sentences, correct spelling, and correct punctuation. See more answers Ask a Question Advertisement Thanks Thanks Advertisement This article was co-authored by Joe Simmons. Joe Simmons is a Corporate Trainer based in West Palm Beach, Florida. Joe specializes in operations management, leadership, learning and development, and employee training to help employees become high-performing teams. He holds a Bachelor’s degree in Marketing from The University of South Florida. Joe’s coaching has helped numerous organizations with employee retention, revenue growth, and team productivity. This article has been viewed 307,852 times. Co-authors: 13 Updated: January 6, 2025 Views: 307,852 Categories: Email Print Send fan mail to authors Thanks to all authors for creating a page that has been read 307,852 times.