Click to verify



Craft a clear and concise subject line that immediately informs the recipient of your email's purpose. Use specific words that communicate the topic and urgency of the meeting. For example: "Request to Schedule a Team Meeting on Oct 30, 3:00 PM | Your Input Needed" 2. Body Text Begin your email by providing a brief context for the meeting. 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 schedule. 3. Closing Remarks End your email on a genda, 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 knows to look for them. 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." Next, propose a few possible dates and times for the meeting. Make sure to take into consideration any time differences if you're scheduling a virtual meeting with participants in different locations. It's a good idea to provide at least two or three options for the recipient to choose from. For example: "Here are a few dates and times that work for me: Tuesday, October 24th at 10:00 AM Wednesday, October 25th at 2:00 PM Thursday, October 26th at 2:00 PM Please let me know which time works best for you or suggest an alternative if none of these options are convenient." To make it easy for the recipient to confirm a date and time, ask them to reply with their preferred option or any other suggestions they might have. information about the meeting platform, access links, or phone numbers. For example: "Once we have confirmed a date and time, I will send an official calendar invite with all the necessary details, including 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 you for your time, and I'm looking forward to discussing our project goals with you." Crafting a clear and concise subject lines: "Meeting Request: [Topic/Project Name]" "Discussing [Project Name]" "Team Catch-Up: [Topic/Department] on [Date and Time]" "Request for Meeting: [Your Name] and [Recipient's Name]" Example 2: Simple Meeting Request Subject: 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 on [date] - [MM/DD/YYYY] Hi team, 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 [conference room or virtual 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. Thank you, [Your Name] Using templates can make scheduling meetings via email a breeze. Templates allow you to quickly create professional-looking emails that contain all the necessary information without having to type it all out each time. You can customize a template once, save it, and use it for future meeting requests. Example 4: Subject: Meeting Request: [Meeting Topic] Hi [Recipient's Name], I hope you're having a great day! I'd like to schedule a meeting with you to discuss [Meeting Topic]. Are you available on [Date] at [Time]? The meeting will take place at [Location] and is expected to last 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 is scheduled for [Date] at [Time] and will take place at [Location]. We expect the meeting is scheduled for [Date] at [Time] and will take place at [Location]. The 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 will be held on [Video Conferencing Platform] and is expected to last [Duration]. Here's the link to join the meeting will be held on [Video Conferencing Platform] and is expected to last [Duration]. need assistance, feel free to reach out. Looking forward to seeing you there! 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 all is 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 or if there are any alternative times that would work better for you. Thank you, [Your Name] - Meeting with you to discuss [specific topic or goal]. We believe that our expertise in [your area of expertise] could provide great value to your business, and we would like to explore potential collaboration opportunities. Are you available [date and time range]? If not, please suggest some alternative times that may work for you over the next two weeks. Looking forward to speaking with you. Best regards, [Your Name] [Your Company Name] When requesting a phone call, provide context about the purpose, and suggest a few time options: Example 9: Option 1 Subject: Phone Call Request: Discussing [Topic] Hi [Recipient's Name], I hope you're doing well. I am reaching out to see if we could schedule a quick phone call to discuss [purpose of the call]. Our conversation should take no more than [duration]. Here are a few time slots that work for me: [Date and Time options] Please let me know which one works for you, or feel free to suggest alternative times. Thank you, [Your Name], I would like to discuss the project timeline and budget with you. Could we schedule a phone call sometime this week? I'm available on Tuesday between 2-4 PM or Thursday between 10 AM-12 PM. Please let me know what works best for you. Thank you, [Your Name] When requesting an online meeting, be clear about the platform and provide all necessary details: Example 10: Subject: Online Meeting Request: [Meeting Topic] Hi [Recipient's Name], I hope this message finds you well. I would like to suggest an online meeting to discuss [topic/goal], which I believe will be beneficial for both parties. We can host the meeting details below: Date: [Date] Time: [Time] Duration: [Duration] Does this work for you? If not, kindly suggest some alternative dates and times. Looking forward to connecting with you! Best regards, [Your Name], I hope you're doing well. I'd like to set up a Zoom meeting to discuss [topic] and gather your input on [specific issue or decision]. Please find the proposed meeting Link: [Link] If this time is not suitable, please let me know your preferred dates and times over the next week, and I will gladly reschedule. Thank you for your time and cooperation. Best regards, [Your Name] Example 12: Subject: Rescheduling Our Meeting Hi [Colleague's Name], I hope you're well. Unfortunately, I need to reschedule our planned meeting on [original date] due to [reason]. Could we meet instead on [new date] at [new time]? If this does not work for you, please let meeting on [original date] due to [reason]. know your availability, and we can find a suitable alternative. Apologies for any inconvenience caused. Regards, [Your Name] Subject Line: Start with a clear subject line that summarizes the purpose of the email, like "Meeting Request: Discuss Q4 Marketing Plan" or "Schedule a Call: New Project Kick-off." This helps the recipients spot your email quickly and understand its relevance. Opening Greeting: Address the recipients with a friendly, yet professional tone. Depending on your relationship with them, you can use first names or full names. For example, "Dear Jane," or "Hello Mr. Smith." Purpose of the Meeting: Explain the reason for the meeting and what you hope to achieve. Provide context and necessary details to help the recipients prepare for the discussion. For example, "I'd like to schedule a meeting to discuss the upcoming Q4 marketing plan and finalize our strategy for the holiday season." Suggested Dates and Times: Offer multiple options for dates and times to increase the likelihood of finding a suitable slot for everyone. Don't forget to mention the time zone if
your team is spread across different regions. For example, "Please let me know your availability within the following time slots (all times in EST): Tuesday, October 26th: 2-4pm, Wednesday, October 26th: 2-4pm, Wednesday, October 27th: 10am-12pm, or Thursday, October 28th: 3-5pm." duration of the meeting and whether it will be in person, over a conference call. Include any relevant dial-in or video call information if necessary materials in advance. For example, "During the meeting, we will discuss the following topics: a) Budget Allocation, b) Campaign Objectives, and c) Timeline and Milestones." RSVP and Deadlines: Request confirmation of attendance and provide a deadline for responses. Make it easy for the recipients to respond by offering a simple method such as a calendar invite or by asking them to reply directly to the email. For example, "Please confirm your attendance by replying to this email no later than Friday, October 22nd." Closing Salutation and Contact Information: End the email with a polite sign-off, like "Best regards," or "Sincerely," followed by your full name, job title, and contact information. Image Source: DCStudio on FreepikWriting an effective meeting invitation email might seem like a small task, but it can have a big impact on your team's productivity and communication. Whether you're scheduling team catch-ups, one-on-one meetings, or client calls, a clear and concise invitation sets the right tone. In this article, we'll walk you through the key elements of a good meeting invitation email, share practical tips, and provide meeting invitation Email?Meetings keep your business running, but for that to happen, you need your team to attend your meetings, and, more important, to come prepared. Here's why you need to send a meeting invitation email: They optimize communication They automate the meeting invitation process They make resources easily sharable They below the send a meeting invitation process. They make resources are an essential communication process. They automate the meeting invitation process. They make resources are an essential communication process. They automate the meeting invitation process. They automate the meeting invitation process. They automate the meeting invitation process. They make resources are an essential communication. They automate the meeting invitation process. They automate the meeting invitation pr tool for businesses. A well-crafted meeting invite helps you to quickly and easily inform your colleagues and other stakeholders of the upcoming meeting, what it will be about, when it will take place, and where. As a result, everyone is on the same page and has the same page and has the same page and has the same page and other stakeholders of the upcoming meeting. asynchronous communication or dealing with remote participants who are unfamiliar with the topics for discussion and need for manual followups. You can easily track who has accepted or declined the calendar invite. This way, you can ensure that everyone who needs to attend will be present.C. They Make Resources, such as meeting agendas, meeting ag enables participants to come prepared and sets the stage for productive meetings, making it worth everyone's time.PRO TIP: If you need quick access to previous meeting, a meeting automation platform like MeetGeek can be exactly what you need. Not only does MeetGeek save the video recordings of your online meetings, but also their transcripts, as well as AI-generated summaries complete with key points and action items. You can easily share all these with team members, either via email or a shareable link, only minutes after every meeting. D. They Help You Maintain a Professional ImageConsider the meeting invite as your business card. A well-written meeting request will show professionalism and leave a positive impression. It's your duty as a meeting organizer to show your team that you're organizer, aside from a few key differences. Image sourceHere's how to write a meeting goalShare the meeting goalShare the meeting date and timeInclude all the necessary meeting date and timeInclude the meeting date and timeInclude all the necessary meeting date and timeInclude all the necessary meeting date and timeInclude the meeting date and timeInclude all the necessary meeting date and timeInclude the meeting date and timeInclude the meeting date and timeInclude the meeting date and timeInclude all the necessary meeting date and timeInclude the step!1. Create a Strong Subject LineA concise subject line in a way that encourages the recipient to open and read the email. Generally, it should be at most ten words, as a longer subject line may get cut off when the recipient reads the email in their inbox. The subject line should also indicate the type of meeting you're having, such as 'Meeting to Discuss Sales Goals' or 'Project Update Meeting'. Many online tools can help you test your email subject lines if you are unsure how to proceed with this task.2. Specify the Meeting Date and TimeInclude a sentence that clearly states the date and time of the meeting. For example, 'I am looking forward to meeting with you on Monday, October 14th, at 10 am.' When providing the date, and the month. Write the time in full, such as '11 am' instead of '11:00.' If your meeting is remote and occurs in a different time zone than the recipient, mention this in the email. For effective meeting management, use a time zone meeting planner, so the recipient can easily convert the times. This is particularly important for meetings that will last more than an hour, as it helps attendees plan their workday accordingly.3. Include All the Necessary Meeting DetailsAside from the date and time of the meeting, there are several other details that you must include in your meeting request. List the names of all meeting attendees to ensure that only the necessary people are in attendance and that they get an idea about who else will attend. Additionally, provide the location of your meeting. For in-person meetings, this should include the address and, if necessary, any directions, such as the number of the conference room. If the meeting will take place remotely, provide the link and instructions on how to join the meetings, let the attendees know about the format in advance. Make sure to mention any tools you will use for your meeting: video conferencing platforms, meeting assistants, online polls, etc.PRO TIP: If you're planning to record the meeting, for example with a meeting assistants, online polls, etc.PRO TIP: If you're planning to record the meeting assistants, online polls, etc.PRO TIP: If you're planning to record the meeting, for example with a meeting assistants, online polls, etc.PRO TIP: If you're planning to record the meeting, for example with a meeting assistants, online polls, etc.PRO TIP: If you're planning to record the meeting, for example with a meeting assistants, online polls, etc.PRO TIP: If you're planning to record the meeting assistants, online polls, etc.PRO TIP: If you're planning to record the meeting, for example with a meeting assistants, online polls, etc.PRO TIP: If you're planning to record the meeting, for example with a meeting assistants, online polls, etc.PRO TIP: If you're planning to record the meeting, for example with a meeting assistants, online polls, etc.PRO TIP: If you're planning to record the meeting assistants, online polls, etc.PRO TIP: If you're planning to record the meeting assistants, online polls, etc.PRO TIP: If you're planning to record the meeting assistants, online polls, etc.PRO TIP: If you're planning to record the meeting assistants, online polls, etc.PRO TIP: If you're planning to record the meeting assistants, online polls, etc.PRO TIP: If you're planning to record the meeting assistants, etc.PRO TIP: If you're planning to record the meeting assistants, etc.PRO TIP: If you're planning to record the meeting assistants, etc.PRO TIP: If you're planning to record the meeting assistants, etc.PRO TIP: If you're planning to record the meeting assistants, etc.PRO TIP: If you're planning to record the meeting assistants, etc.PRO TIP: If you're planning to record the meeting assistants, etc.PRO TIP: If you're planning to record the meeting assistants, etc.PRO TIP: If you're planning to record the meeting ass can look like: 'Just a quick heads-up that this meeting will be recorded. We want to make sure that anyone who can't attend can still catch up later. If you have any questions or concerns about this, please feel free to reach out before we get started.'Find other call recording disclaimer scripts here.4. Define the Meeting GoalWhen defining and sharing your meeting goals, don't hesitate to be direct. This ensures that all attendees are in the loop and understand how they can actively contribute. Depending on the complexity of your meeting, consider breaking down your goals into smaller tasks and provide team members with the resources they need to meet the objectives, offer support and encouragement, and clearly explain the timeline and deadlines. 5. Share the Meeting agenda to your meeting request, either as a PDF or a link to an editable document. This allows the invitees to prepare for the meeting in-depth and ensure that the meeting runs smoothly. Additionally, include the key points that you'll discuss, as well as any action items. Also, make sure that you cover the process of addressing each item. Last, but not least, determine the responsibilities of each participant to help them prepare. Read this article, where we get meeting agendas down to a science, and also provide some free templates that you can customize to your liking!6. Include the Meeting LinkIncluding the joining link in the virtual event invitation email will streamline the process of joining the meeting for all attendees. The first step is to schedule your meeting and find the meeting link. Depending on the type of meeting, this could come from a variety of
sources. For example, if you are using Zoom as your video conferencing software, you will need to find the link in your Zoom account. If you prefer Microsoft Teams, you can find the link in your Outlook Calendar, you can find the link in your Outlook Calendar, you can find the link in your Outlook Calendar. If you are using Google Calendar, you can find the link in your Outlook Calendar. adding the link, make sure to explain what it is and why it is important. This lets all attendees know how to join the meeting. For example, write something links are clickable by pasting them in full, such as ' 🛷 rather than just 'example.com/meeting.' Image source7. Provide CTA & RSVP DetailsWhen writing invitation emails, include CTA (call-to-action) and RSVP (respond-by) details, so your guests can easily understand the introduction. For example, you can use phrases like 'please join us' or 'we invite you to' as a way to let your guests know that you want them to attend the meeting, after the main invitation message. For instance, you can include the date and time of the meeting, the expected duration of the meeting, and a deadline to confirm their availability. If you're writing a formal invitation, you can also provide instructions on how to respond, such as 'Kindly confirm attendance by email to [email address]' or 'Please register online at [website link].'8. Sign Your Meeting RequestSigning a meeting invitation email professionally ensures that your recipient knows the meeting is important and they should attend. At the very end of the email, include a signature block. To sign the email correctly, you should choose a sequence that suits the tone of the email. Common closings for meeting invites include 'Sincerely', 'Regards', or 'Best regards'. For a formal meeting invitation, "Thank you for your time and consideration" is also appropriate.Next, include your contact details such as name, title, and contact information. Best Practices for Successful Meeting Invitation EmailsNo matter how big or small your meeting is, sending out meeting invitation emails can seem intimidating, especially if you're not following any guidelines. Here are some best practices when sending out meeting invitation emails:Only invite those who need to be therePersonalize when possibleSet the right toneBe conciseDouble-check before sharingThis is exactly how you can incorporate them into your next meeting invite. A. Only Invite Those Who Need to Be ThereYour meeting should be focused and relevant to the attending parties. Only invite those who will directly be involved in the discussion or who can meaningfully contribute to achieving your meeting goals. Inviting too many attendees will only result in a waste of time and resources that you can allocate elsewhere, so it is important to be selective. To decide who belongs in the meeting as questions. Whoever can answer those should be included. B. Personalize When PossibleYour meeting attendees will only be as present as you allow them to be. In other words, to create a compelling meeting invitation email, it is imperative to personalize it just enough to make the recipient feel valued and appreciated. Begin by including the recipient's name. This is a simple but effective way of showing that you are aware of who they are and that you value their time. Next, make sure to specify the participant in charge of any meeting-related tasks. As a result, everyone will know what their responsibilities are ahead of the meeting and prepare accordingly.C. Set the Right ToneThe tone of your meeting email will set the tone for your meeting. Keep things polite and professional, yet friendly and inviting. Make sure to express your appreciation and gratitude for the recipient's time and attention. Doing so helps to foster a hus ensuring the comfort of all participants. However, to set the right tone for your next meeting, you need to ensure everyone is already on the same page. With a meeting, you need to ensure everyone is already on the same page. virtual meeting assistant accurately records, transcribes, analyzes, and summarizes all of your meetings, so you can share all the relevant information with your team in just a few clicks. Try the MeetGeek AI Notes Taker for free to reinvent how you do meetings! Here's everything you can do with MeetGeek. Joins meetings for you: MeetGeek can join and summarizes all of your meetings. any meeting you attend or can't attend, automatically recording and transcribing the entire conversation. This way, you can review the discussions at your convenience. Detects key points and action items: Using AI, MeetGeek highlights crucial points and action items at your convenience. Detects key points and action items at your convenience. Detects key points and action items at your convenience. Detects key points and action items at your convenience. Detects key points and action items at your convenience. Detects key points and action items at your convenience. Detects key points and action items at your convenience. Detects key points and action items at your convenience. Detects key points at your convenience. Detects key points and action items at your convenience. Detects key points and action items at your convenience. Detects key points and action items at your convenience. Detects key points and action items at your convenience. Detects key points and action items at your convenience. Detects key points at your conveni meeting summaries: MeetGeek creates concise, shareable meeting minutes, so others can catch up without needing to review the entire recording. Automated follow-up emails: Shortly after your meeting ends, all participants will receive an auto-generated email containing the meeting summary, so you don't have to. Integrates with collaboration tools MeetGeek works with 5,000+ apps, enabling you to sync meeting information directly in your workspace for easy access. Searchable transcripts: Team members can skip the endless scrolling and quickly find specific discussions or references from client or internal meetings in only a few clicks. Time-stamped notes: Remote and hybrid teams can skip the endless scrolling and quickly find specific discussions or references from client or internal meetings in only a few clicks. Time-stamped notes: Remote and hybrid teams can skip the endless scrolling and quickly find specific discussions or references from client or internal meetings in only a few clicks. Time-stamped notes: Remote and hybrid teams can skip the endless scrolling and quickly find specific discussions or references from client or internal meetings in only a few clicks. Time-stamped notes: Remote and hybrid teams can skip the endless scrolling and quickly find specific discussions or references from client or internal meetings in only a few clicks. Time-stamped notes: Remote and hybrid teams can skip the endless scrolling and quickly find specific discussions or references from client or internal meetings in only a few clicks. Time-stamped notes: Remote and hybrid teams can skip the endless scrolling and quickly find specific discussions or references from client or internal meetings in only a few clicks. 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Provide all the necessary details in a well-structured manner, and, if necessary, break the email body into smaller sections. Aim for short sentences and direct language, rather than opting for lengthy paragraphs. This will make it easier for the recipient to scan and understand the contents of the email, and also prompt them to respond in a timely manner.E. Double-Check Before SendingDouble-checking a meeting invitation helps to ensure that you include all the necessary information. Here's a checklist you need to go through before pressing 'send': Recipient listTime and date of the meetingAccurate meeting locationMeeting link (for virtual meetings) Subject line of the emailBody of the emailNecessary attachmentsAny potential errors Meeting Invitation Email ExamplesTo further help you create the perfect meeting invite, you can inspire yourself from these meeting invites samples. Feel free to personalize each invitation email template to your meeting specifics. A. Business Meeting Invitation with Agenda Dear [Name], We invite you to attend a business meeting on [date] at [time] at [location]. This meeting will be an opportunity to discuss the following [topics of discussion]: Item #1Item #2Item #3 We hope you can join us to share your insights and help us reach a decision. Please confirm your attendance by [date]. We look forward to seeing you there. Sincerely, [Name & Title] [Company] B. Team Meeting Invitation Email Sample Subject: Team Meeting - Tuesday, August 15th at 10 am in the conference room. We will be discussing our progress on the project and reviewing our goals for the upcoming weeks. Likewise, we also have a few new ideas that we would like to go over. You can find below the agenda, as well as the supporting materials for the meeting. Please make sure you attend the meeting. Please feel free to reach out. Thank you, [Name &
Title] C. Client Catch-Up Meeting Invitation Email Subject: Invitation: Catch-Up Meeting on [Date] at [Time]Hi [Client's Name], I hope you're doing well!I'd love to schedule a catch-up meeting to discuss how things are going with our current projects and see if there are any new opportunities or areas where we can improve. Here are the details:Date: [Date]Time: [Time]Duration: [Duration]Location: [Meeting Room/Zoom Link/Address]Agenda: A quick review of ongoing projectsAny challenges or feedback you haveIdeas for new opportunitiesNext steps and action itemsIf there's anything is on track. If this time doesn't work for you, feel free to suggest another, and I'll adjust accordingly. Thanks, and I look forward to catching up!Best, [Your Name] [Your Position] D. One-on-One Meeting Invitation for Meeting Invitation for Meeting on [date] Dear [Name], I hope this email finds you well. I am writing to invite you to a one-on-one meeting on [date] at [time]. The purpose of this meeting is to [discuss/review/update] [topic]. If this time and date do not work for you, please let me know so that we can reschedule. You can join the meeting through the following link: [insert link]. Please note that we will record the meeting via our MeetGeek meeting assistant and send you a copy of this meeting through the following link: [insert link]. the meeting notes, which you'll be able to access here: [insert link]I look forward to meeting with you.Sincerely, [Name & Title] E. Presentation Meeting Dear [Name], I would like to invite you to a presentation meeting that will be held [date and time] at [location]. During this meeting, we will be presenting [topic of presentation] and discussing [main points of discussion]. We hope to get your valuable insights and feedback on this matter. Please confirm your availability until [date] by filling in this form [insert link] so that we can accommodate your presence at the meeting. I look forward to seeing you. Kind regards, [Name & Title] F. Interview Meeting Sample Meeting Invitation Message Subject: Invitation to Interview - [Name of Candidate] Dear [Name], We are pleased to invite you to an interview will take place on [date] at [time] at [location]. Please arrive 10 minutes before the scheduled time. During the interview, we will discuss your qualifications, experience, and skills in detail. We will also answer any questions you may have about the position and our company. Please provide a copy of your resume and other relevant documents for the interview. If you are unable to attend the interview, please let us know in advance, so we can reschedule the appointment. We look forward to meeting you to discuss this opportunity. Best regards, [Name & Title] [Company] G. Zoom Meeting Invite Email Sample Subject: Join Us for a Zoom Meeting to discuss [meeting to discuss [meeting topic]. Here are the details:Date: [Date]Time [Time]Duration: [Duration]Zoom Link: [Insert Zoom Link]Meeting ID: [Meeting ID]Passcode: [Passcode, if applicable]Agenda Item 3]Please let me know if there's anything specific you'd like to add to the agenda.Looking forward to seeing you online! If this time doesn't work for you, please suggest an alternative, and I'll do my best to adjust. Best regards, [Your Name] [Your Position] [Your Contact Information] Create Better Meeting invitation email is an important part of successful business communication practices. By following these tips and guidelines, you can ensure that all of your meeting invitation emails are successful and effective. With a clear subject line, a concise message, and a well-thought-out approach, your meeting invites will become a success. While preparing for your next meeting, try MeetGeek for free to explore the full benefits of having a virtual assistant automatically record, transcribe, analyze, and summarize your meetings! Missing subject lines. Unclear agendas. No details. Chances are, you've received a meeting invite that left you wondering, "Wait, what's this meeting about?" A good meeting invitation, a well-crafted email helps you start on the right foot.Let's dive into the art of the invite. Here's how to write a meeting invitation email step-by-step, with templates to use as starting points and tips for writing better meeting invites. Why well-written meeting invites matter for an unproductive conversation. On the other hand, a clear, concise meeting invitation tells everyone what to expect and, more importantly, gets them in the right mindset for the meeting. By sharing key details like the agenda, specific goals, and prep materials in your meeting invite, you help attendees get ready to engage. If your invite hits all the right notes, they'll be prepared and excited for a productive discussion. How to write a meeting invite in 8 easy stepsWriting a professional invitation email doesn't have to be complicated. To make sure it's clear and engaging, follow these simple steps:1. Write a compelling subject line is the first thing your recipients see, so make it count Keep it short and focused on the meeting's purpose. Examples like "Team Sync: Q1 Goals" or "Budget Review Meeting - RSVP Needed" grab attention and let people know what to expect.2. Greet the recipientsStart your email with a warm, friendly greeting. You can keep it simple, like "He everyone." Add a personal touch by commenting briefly on something relevant, like the team's recent accomplishment. In any case, make sure your tone is both inviting and professional. Setting a positive tone right from the start makes your email more engaging.3. Clearly outline the meeting's purposeBe upfront about why you're calling the meeting. This helps recipients understand its importance and why they need to attend. Try something like, "We'll be discussing upcoming project deadlines," or "The goal is to finalize the meeting will take place. Be specific — include the date, time (with time zone if needed), and the location (or link if it's a virtual meeting invitation). This saves everyone from scrambling at the last minute to make it on time.5. Provide a detailed agenda helps attendees prepare adequately. As you write the agenda, list the key points to cover, the speakers or presenters for each, and how long you plan to spend on each topic. This way, everyone knows what to expect and how they can best contribute.6. Add any pre-meeting requirements or gathering information — make sure they're aware. Giving people a heads-up helps them come fully prepared. It's also helpful to attach any relevant files or provide links to resources so recipients don't have to search for them.7. Ask for confirmation or RSVPIncluding an RSVP or confirmation request helps gauge attendance so you can plan accordingly. This is especially helpful when you need a head count to ensure there's enough seating or want to ensure key speakers will be there.8. Close with a friendly sign-offEnd the email on a warm note that gets people excited for the meeting. For example, saying "Looking forward to seeing you there!" adds a positive, upbeat tone.6 meeting invite examples. For example, saying "Looking forward to seeing you there!" adds a positive with the meeting. brainstorming session, or performance check-in, each requires a unique tone and structure. Here are six simple meeting invitation emailDiscovery calls are all about first impressions, so write an invite that makes an impact. Subject: Discovery Call: Let's Discuss Your Business NeedsHi [name], I hope this email finds you well! I'd love to schedule a discovery call to discuss your business goals and explore how we can collaborate. The call will be a great opportunity to understand your needs and determine how we can best support you. Date and time] Location: [insert date and time] Location: [insert meeting room or link] Please let me know if this works for you, or feel free to suggest a time that's more convenient. Looking forward to connecting!Best regards,[your name]2. Interview Invitation: [job title] Position at [company name]Hi [candidate name],Thank you for your interest in the [job title] position at [company name]! We'd love to invite you for an interview. During the interview, we'll ask a few questions about your qualifications and experience. Then, you'll have a chance to ask any questions about your qualifications and experience. [relevant materials], which I've attached below.Date and time: [insert date and time]Location: [insert meeting you!Best regards, [name][company name]3. Scrum meeting invitation emailBecause scrum meetings typically include existing team members, they can be more casual. Just don't forget to include important details (like the agenda). Subject: Weekly Scrum Meeting — [date and time]Hey team, Let's gather for our weekly scrum meeting to review the progress of our projects. We'll go over what's been completed and what's coming up next, and we'll identify any blockers. Please see the agenda below for more details. Agenda: [insert detailed agenda]Date and time]Location: [insert date and time]Location: perfect for brainstorm meetings because it's clear, short, and sweet. Subject: Team Brainstorm: Generating Ideas for [Topic]. It's an open, collaborative meeting where everyone's input is valued. Let's work together to come up with some exciting possibilities! Date and Time: [insert date and time]Location: [insert meeting room or link]Please come prepared with any thoughts, suggestions, or inspiration. Also, please confirm your attendance so we can get a head count. Can't wait to see what we come up with!Warmly,[your name]5. Post-mortem meeting invitation emailPost-mortem meetings happen after important projects to cap off the experience and gather takeaways for next time. Subject: Post-Mortem Review of [project name]Hey everyone,We'll be holding a post-mortem meeting to reflect on [project name]. This is a chance to discuss what worked, what didn't, and how we can improve future projects. Date and Time: [insert date and time]Location: [insert
meeting room or link]To prepare, take notes on any feedback or observations you'd like to share. Please RSVP so I know who'll be there. Looking forward to a constructive discussion that will help us grow as a team!Best,[your name]6. Performance check-in invitation emailThis performance review invite is perfect for check-in meetings that require a bit of extra formality. Subject: Quarterly Performance Check-InHi [employee name], I'd like to schedule a performance check-in to discuss your recent work, provide feedback, and set goals for the next quarter. This will be a great opportunity for us to align on expectations and ensure your continued success. Here are the meeting details: Agenda: [insert detailed agenda]Date and Time: [insert date and time]Location: [insert meeting room or link]Please confirm your availability and come prepared with any questions or topics you'd like to discuss. Looking forward to our conversation!Best,[your name]3 meeting invitation email tipsReady to write your next meeting invite? Here are three tips:1 Use an appropriate toneYour invite's tone should match the type of meeting. A casual tone works for team brainstorms and regular scrum meetings, while a more formal tone is best for interviews or other external communications. Strike a balance between friendliness and professionalism. If you veer into too-friendly territory, it could make the meeting seem less important.2. Keep your message clear and to the pointAvoid over-explaining the meeting in your invite — you'll get into the details once you're in the room together. Your email should contain just the essentials: the purpose of the meeting, when and where it'll take place, and how to join. Keeping the invitation concise helps recipients quickly absorb all information. You want them to feel prepared, not overwhelmed, and clear on what to expect and what's required of them.3. Review before sendingBefore pressing send, take a moment to double-check the meeting invitation email. Make sure all details are correct — especially the time, date, and location or link. Reviewing the email also gives you a chance to fine-tune your tone and language. Typos or unclear information leave a bad impression, and a quick review saves your team confusion down the road. Send the invite, and Otter will do the restOnce you send out a meeting invite, otter steps in to give the whole experience a boost. Otter automatically takes notes on your meeting so you can stay focused on the conversation, and it summarizes key points so you can reflect on them later. Otter is revolutionizing AI at work as the first AI meeting assistant that auto-joins, auto-shares, and auto-shares, and auto-shares are becoming standard in most enterprise settings, saving professionals and teams an average of 4 hours a week. Try Otter now and see the difference smart technology can make. Schedule a demo today. In business, meetings serve as a valuable way to get people together for training purposes or sharing status updates for projects. No matter the cause, having a good meeting invitation message will help to increase your attendance rate. Here is a look at some great meeting invitation message samples you can use for structuring your own invite. In-Person Meeting Invitations Samples Conference Call Meeting invitation for an in-person meeting, some best practices are to: have a clear subject line so the recipient understands when and why the meeting inside the text of the meeting. Generally, you will be scheduling an in-person meeting by sending an email or a calendar invitation. Recipients may overlook the subject and location lines, and even if not, it is helpful to repeat all the important information area. specify the time of the meeting in the time of the meeting in the time of the recipient. covered in the meeting, and if any preparation work before the meeting is needed. include the name of the contact person, in case a participant has trouble opening any attachments, needs to understand if it is possible to reschedule, or has other questions. Below are examples of meeting invitations that use these best practices for different types of meetings. #1 Type of Meeting: Team Meeting Subject: Meeting Invitation for Monday, March 29th at 9:00 AM CST/10:00 AM EST: Team Meeting Text of Message: Please attend this meeting for a review of our progress on our action items, the generation of new action items, the generation of new action items, and the discussion of any team updates. An agenda is attached. Breakfast and coffee will be provided. Date: Monday, March 29, 2021 Time: 9:00 AM - 10:00 AM CST/10:00 AM - 11:00 AM EST Location: Second-floor conference room Your Pre-Meeting Action item updates so she can update the master tracking chart. Send Cindy questions/action items on the project that you think will benefit from group discussion. We will be sticking to the agenda strictly, so if your question is not on the agenda, we will need to find a separate time to discuss it. We value your thoughts and input, and hope you come prepared with ideas and suggestions for improvement as we progress through our project. If you have any questions, please contact Cindy. Drew [attached agenda] #2 Type of Meeting: Sales Pitch Call Subject: Meeting invitation for Monday, March 29th at 9:00 AM CST/10:00 AM EST: Health Insurance Options. I will be coming to your office to review the results of my analyses of your particular needs. If any of the information you gave to my team changes, please let me know. Otherwise, I look forward to seeing you at our meeting, scheduled for the below: Date: Monday, March 29, 2021 Time: 9:00 AM - 11:00 AM EST Location: Your office to review the results of my analyses of your particular needs. If any of the information you gave to my team changes, please let me know. If you have any questions, please contact me at (555) 555-5555 or tmartin@abcinsurance.com. Best Regards, Terry #3 Type of Meeting: Product Demo Text of Message: Thank you for your interest in ABC Software. I will be coming to your office to do a demonstration of our software and answer any questions you may have. If you would like to discuss anything in advance of our meeting, please contact me at (555) 555-5555 or cjones@abcsoftware.com. Here are the details of our meeting; Date: Monday, March 29, 2021 Time: 9:00 AM - 10:00 AM CST/10:00 AM - 11:00 AM EST Location: Your office I look forward to meeting you and showing you the powerful functionality of ABC Software. Best Regards, Chris #4 Type of Meeting Text of Message: Please attend this meeting for a discussion of what we are doing well, where we need to improve, new faces around the office, and training opportunities. Breakfast and coffee will be provided. An agenda is attached, and any suggested additions to the agenda should be submitted to Lisa (lmitchell@xyzauto.com) by Friday, March 26. Date: Monday, March 29, 2021 Time: 9:00 AM - 10:00 AM CST/10:00 AM - 11:00 AM EST Location: Second-floor conference room We value your thoughts, and hope you arrive early to get a good seat. If you have any questions, please contact Lisa. Regards, Irene [attached agenda] #5 Type of Meeting: Progress Updates Subject: Meeting Invitation for Monday, March 29th at 9:00 AM CST/10:00 AM EST: Progress Update Meeting Text of Message: Please attend this meeting for a review of how we are measuring up against our sales targets and an open discussion of ideas for growth and improvement. Breakfast, coffee and orange juice will be available. Date: Monday, March 29, 2021 Time: 9:00 AM - 10:00 AM CST/10:00 AM - 11:00 AM EST Location: Second-floor conference room If you have any questions, please contact Dawn Murphy at (555) 555-5555 or dmurphy@abcinsurance.com. Regards, Michelle #6 Type of Meeting Text of Message: Please attend this meeting for a discussion of our priorities for this coming week, goals, performance updates, and issues. Breakfast and coffee will be available. An agenda is attached, and any suggested additions to the agenda should be submitted to Jennifer by 10:00 AM CST/11:00 AM EST on Friday, March 26. Date: Monday, March 29, 2021 Time: 9:00 AM - 10:00 AM CST/10:00 AM - 11:00 AM EST Location: Second-floor conference room Your Pre-Meeting Action Items by 10:00 AM EST on Friday, March 26: Review the agenda. Send Jennifer suggested additions to the agenda. Send Jennifer suggested additions to the agenda. Send Jennifer suggested additions to the agenda. Jennifer. Best, Scott [attached agenda] #7 Type of Meeting: Town Hall Meeting Subject: Meeting Invitation for Monday, March 29th at 9:00 AM CST/10:00 AM EST: Town Hall Meeting Text of Message: Please attend this meeting to hear about how we are doing, our initiatives for the near and medium-term, and for a Q&A session. A light breakfast orange juice and coffee will be provided. Date: Monday, March 29, 2021 Time: 9:00 AM - 10:00 AM CST/10:00 AM - 11:00 AM EST Location: Second-floor conference room We value your thoughts and input, and hope you arrive early to get a good seat. If you have any questions, please contact Maggie Barnett at (555) 555-5555 or mbarnett@xyzconsulting.com. See you there. Marty #8 Type of Meeting Erainstorming Meeting Invitation for Monday, March 29th at 9:00 AM CST/10:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM CST/10:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM CST/10:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM CST/10:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for
Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation for Monday, March 29th at 9:00 AM EST: Brainstorming Meeting Invitation f small groups for timed sessions, so it is critical that everyone is present, and on time. Breakfast and coffee will be available. An agenda is attached, and any suggested additions to the agenda should be submitted to Alex by Friday, March 26. Date: Monday, March 29, 2021 Time: 9:00 AM - 10:00 AM CST/10:00 AM - 11:00 AM EST Location: Secondfloor conference room Your Pre-Meeting Action Items by 10:00 AM CST/11:00 AM EST on Friday, March 26: Review the agenda. Send Alex. Jill [attached agenda] #9 Type of Meeting: Safety Meeting Subject: Meeting Invitation for Monday, March 29th at 9:00 AM CST/10:00 AM EST: Monthly Safety Meeting Text of Message: Please attend this meeting for a review of our safety metrics over the last month, a root cause analysis of a sample incident, and a discussion on how we can improve. Breakfast and coffee will be available. An agenda is attached, and any suggested additions to the agenda should be submitted to Rowan by 10:00 AM CST/10:00 AM - 11:00 AM EST Location: Second-floor conference room Until then, remember: Safety 1st. Thanks, Mike [attached agenda] Conference Call Meeting Invites Samples When you are sending a meeting invitation for a conference call, some best practices are to: have a clear subject line so the recipient understands when and why the meeting is being called, and can then quickly decide whether to accept the meeting. repeat the key elements of the meeting inside the text of the meeting. You will likely be using conference call scheduling software to schedule the meeting and book the information in these fields. It is helpful to the recipient if you put all the important information inside the meeting invitation. specify the time of the meeting in the time zones of all the participants, or just in that of the recipient. provide an idea of what will be covered in the meeting, and if any preparation work before the meeting is needed. understand if it is possible to reschedule, or has other questions. Below are examples of meeting invitations that use these best practices for different types of Meeting: Team Meeting Subject: Conference Call Invitation for Monday, March 29th at 2:00 PM CST/3:00 PM EST: Team Meeting Text of Message: Please attend this meeting for a review of our progress on our action items, the generation of new action items, and the discussion of any team updates. Date: Monday, March 29, 2021 Time: 2:00 PM - 3:00 PM - 3:00 PM - 4:00 PM EST Conference Call Login: 555.555.5555, code 55555, code 555555, code 55555, code 55555, code 55555, code 55555, code 5555 Items by 10:00 AM CST/11:00 AM EST on Friday, March 26: Review the agenda. Send Sarah your action item updates so she can update the master tracking chart. Send Sarah your questions/action items on the agenda, we will need to find a separate time to discuss it. We value your thoughts, and hope you come prepared with ideas and suggestions for improvement as we progress through our project. If you have any questions, please contact Sarah. Angela [attached agenda] #2 Type of Meeting: Sales Pitch Call Subject: Conference Call Invitation for Monday, March 29th at 2:00 PM CST/3:00 PM EST: Financial Advisory Services Text of Message: Thank you for contacting our office about your financial advisory needs. I will be calling you to review the results of my analyses of your particular needs. I have attached a slide deck that I will go through with you during our call. If any of the information you gave to my team changes, please let me know. Otherwise, I look forward to speaking to you during our meeting, scheduled for the below: Date: Monday, March 29, 2021 Time: 2:00 PM - 4:00 PM EST Call Details: Jordan Smith to call Warren Milken at (555) 555-5555 If you have any questions, please contact me at (555) 555-5555 or jsmith@abcfinancialservices.com. Best Regards, Jordan [slide deck attachment] #3 Type of Meeting: Product Demo Call Subject: Conference Call Invitation for Monday, March 29th at 2:00 PM CST/3:00 PM EST: Adjustable Office Desk Product Demo Call Subject: Conference Call Invitation for Monday, March 29th at 2:00 PM CST/3:00 PM EST: Adjustable Office Desk Product Demo Text of Message: Thank you for your interest in an ergonomic and adjustable office desk. I will be calling you to discuss the features and benefits of our adjustable desk options and answer any questions you may have. I have attached some slides, which I will go through during our call. If you would like to discuss anything in advance of our meeting, please contact me at (555) 555-5555 or stucker@abcofficesupply.com. Here are the details of our meeting: Date: Monday, March 29, 2021 Time: 2:00 PM - 3:00 PM - 3:00 PM - 4:00 PM EST Location: Susan Tucker to call Angie Ford at (555) 555-5555 I look forward to speaking with you and discussing the exciting options we have for adjustable desks. Best Regards, Susan [slides attachment] #4 Type of Meeting: Staff Meeting Subject: Meeting Invitation for Monday, March 29th at 2:00 PM CST/3:00 PM EST: Staff Meeting Text of Message: Please dial in for a discussion of what we are doing well, where we need to improve, new faces around the office, and training opportunities. An agenda is attached, and any suggested additions to the agenda should be submitted to John (itaylor@abcstaffing.com) by Friday, March 26. Date: Monday, March 29, 2021 Time: 2:00 PM - 3:00 PM CST/3:00 PM - 4:00 PM EST Conference Call Login: 555.5555, code 55555, cod please contact John. Regards, Sylvia [attached agenda] #5 Type of Meeting: Progress Updates Subject: Conference Call Invitation for Monday, March 29th at 2:00 PM CST/3:00 PM EST: Progress Update Meeting Text of Message: Please join this meeting for a review of how we are measuring up against our project milestones and an open discussion of ideas for improvement. Date: Monday, March 29, 2021 Time: 2:00 PM - 3:00 PM - 4:00 PM EST Conference Call Login: 555.555.5555, code 55555# The ideas and input of each and every one of you is vital to the success of our team. Make sure to be on time and turn your other various electronic devices off. We need everyone actively engaged and focused for this meeting. If you have any questions, please contact Amanda at (555) 555-5555 or asmith@xyzbuilders.com. Regards, Matt #6 Type of Meeting: Morning Meeting. If you have any questions, please contact Amanda at (557) 555-5555 or asmith@xyzbuilders.com. Regards, Matt #6 Type of Meeting: Morning Meeting Subject: Conference Call Invitation for Monday, March 29th at 8:00 AM EST: Morning Meeting. Meeting Text of Message: Please call into this meeting for a discussion of announcements, our priorities for this coming week, goals, performance updates, and issues. An agenda is attached, and any suggested additions to the agenda should be submitted to Crystal by 10:00 AM CST/11:00 AM EST on Friday, March 26. Date: Monday, March 29, 2021 Time: 8:00 AM - 9:00 AM CST/9:00 AM - 10:00 AM EST Conference Call Login: 555.5555, code 55555, code 555555, code 55555, code 55555, code 55555, code 55555, code 55555, code updates and performance metrics for group discussion. I look forward to a productive meeting. If you have any questions, please contact Crystal. Eric [attached agenda] #7 Type of Meeting Town Hall Meeting Town Hall Meeting Town Hall Meeting. If you have any questions, please attend this meeting to hear about how we are doing, our initiatives for the near and medium-term, and for an open O&A session at the end. Date: Monday, March 29, 2021 Time: 2:00 PM - 4:00 PM and input and hope you all can attend. If you have any questions in advance of our town hall meeting, please contact Kristin. Jason #8 Type of Meeting Subject: Conference Call Invitation for Monday, March 29th at 2:00 PM CST/3:00 PM EST: Weekly Safety Meeting Text of Message: Please attend this meeting for a review of our safety metrics over the last week, a root cause analysis of a sample incident, and a discussion on how we can improve. An agenda is attached, and any suggested modifications to the agenda should be submitted to Casey by 10:00 AM CST/11:00 AM EST on Friday, March 26. Here are the meeting details: Date: Monday, March 29, 2021 Time: 2:00 PM - 3:00 PM CST/3:00 PM - 4:00 PM EST Conference Call Login: 555.5555, code 55555, code 5555 some other type of videoconference), some best practices are to: have a clear subject line so the recipient understands when and why the meeting. repeat the key elements of the meeting. You will be using Zoom to schedule the meeting. It will have its own fields to complete, but recipients often overlook the information in these fields. It is helpful to the recipient if you put all the important information inside the meeting, and if any preparation work before the meeting is needed. include the name of the contact person, in case a participant has trouble opening any attachments, needs to understand if it is possible to reschedule, or has other questions. Below are examples of meeting invitations that use these best practices for different types of meetings. #1 Type of Meeting: Team
Meeting Subject: Zoom Meeting Invitation for March 29th at 10:30 AM CST/11:30 AM EST: Team Meeting Text of Message: Please attend this meeting for a review of our progress on our action items, the generation of new action items, and the discussion of any team updates. An agenda is attached. Date: Monday, March 29, 2021 Time: 10:30 AM - 11:30 AM CST/11:30 AM - 12:30 PM EST Zoom Meeting Link: Zoom Meeting ID: 555 5555; passcode: innovation **If you do not have Zoom download Zoom when you attempt to join this meeting. You do not have to download Zoom to join our meeting. Simply click the meeting link above or go to join.zoom.us and entering in the above meeting ID. Your Pre-Meeting Action Items by 10:00 AM CST/11:00 AM EST on Friday, March 26: Review the agenda. Send Tim your action item updates so she can update the master tracking chart. discussion. We will be sticking to the agenda strictly, so if your question is not on the agenda, we will need to find a separate time to discuss it. We value your input, and hope you come prepared with ideas and suggestions for improvements. If you have any questions in advance of the meeting, please contact Tim. George [attached agenda] #2 Type of Meeting: Sales Pitch Call Subject: Zoom Meeting Invitation for March 29th at 10:30 AM CST/11:30 AM EST: Mortgage Protection Plan Benefits Text of Message: Thank you for your interest in protection plan can help you and your family. Our meeting is scheduled for the below: Date: Monday, March 29, 2021 Time: 10:30 AM - 11:30 AM - 12:30 PM EST Zoom Meeting ID: 555 5555; passcode: innovation **If you do not have Zoom downloaded to your device, you will be prompted to download Zoom when you attempt to join this meeting. You do not have to download Zoom to join our meeting. Simply click the meeting link above or go to join.zoom.us and entering in the above meeting ID. If you have any trouble launching the Zoom meeting, please call (or text) me on my cell phone at (555) 555-5555. Best Regards, Cody #3 Type of Meeting: Product Demo Call Subject: Zoom Meeting Invitation for March 29th at 10:30 AM CST/11:30 AM EST: Hair Product Demonstration Text of Message: You made the right choice when you decided to learn more about GROW Hair Care Products. Here are the details of our meeting: Date: Monday, March 29, 2021 Time: 10:30 AM - 12:30 PM EST Zoom Meeting Link: Zoom Meeti ID: 555 5555 5555 5555; passcode: innovation ** If you do not have to download Zoom to join our meeting. You do not have to download Zoom to join our meeting. You do not have to download Zoom to join our meeting. our upcoming Zoom meeting and show you the power of these products. If you have any trouble launching Zoom or have any questions before our meeting, please call (or text) me on my cell phone at (555) 555-5555. Warm Regards, Katrina #4 Type of Meeting Subject: Zoom Meeting Subject: Zoom Meeting Invitation for March 29th at 10:30 AM CST/11:30 AM EST: Staff Meeting Text of Message: Please attend this meeting for a discussion of what we are doing well, where we need to improve, new faces around the office, and training opportunities. An agenda is attached, and any suggested additions to the agenda should be submitted to Lindsay (lstanley@xyzfinancial.com) by 10:00 AM CST/11:00 AM EST on Friday, March 26. Date: Monday, March 29, 2021 Time: 10:30 AM - 12:30 AM - 12:30 AM - 12:30 AM - 12:30 PM EST Zoom Meeting ID: 555 5555; passcode: innovation **If you do not have to download Zoom to join our meeting. Simply click the meeting link above or go to join.zoom.us and entering in the above meeting ID. We value your input and look forward to seeing you on the call. If you have any questions, please contact Lindsay. Regards, Jamie [attached agenda] #5 Type of Meeting: Progress Updates Subject: Zoom Meeting Invitation for March 29th at 10:30 AM CST/11:30 AM EST: Progress Update Meeting Text of Message: Please attend this meeting for a review of how we are measuring up against our sales targets and an open discussion of ideas for growth. Date: Monday, March 29, 2021 Time: 10:30 AM CST/11:30 AM - 12:30 PM EST Zoom Meeting Link: Zoom Meeting ID: 555 5555 5555 5555; passcode: innovation **If you do not have Zoom download Zoom to join our meeting. Simply click the meeting link above or go to join.zoom.us and entering in the above meeting ID. If you have any questions, please contact Shannon at (555) 555-5555 or sthompson@healthyfoods.com. Regards, Andrea #6 Type of Meeting Invitation for March 29th at 7:30 AM CST/8:30 AM EST: Morning Meeting Text of Message: Please attend this meeting for a discussion of our priorities for this coming week, goals, performance updates, and issues. An agenda is attached, and any suggested additions to the agenda should be submitted to Heather by 10:00 AM CST/8:30 AM - 9:30 AM EST Zoom Meeting Link: Zoom Meeting ID: 555 5555 5555 5555; passcode: innovation **If you do not have Zoom download Zoom to join our meeting. Simply click the meeting link above or go to join.zoom.us and entering in the above meeting ID. Your Pre-Meeting Action Items by 10:00 AM CST/11:00 AM EST on Friday, March 26: Review the agenda. Send Heather suggested additions to the agenda. Send Heather your individual performance metrics for group discussion. I look forward to a productive meeting. If you have any questions, please contact Heather suggested additions to the agenda. Send Heather your individual performance metrics for group discussion. I look forward to a productive meeting. Subject: Zoom Meeting Invitation for March 29th at 10:30 AM CST/11:30 AM EST: Town Hall Meeting Text of Message: Please attend this meeting to hear and medium-term, and for a Q&A session. Date: Monday, March 29, 2021 Time: 10:30 AM - 12:30 AM - 12:30 PM EST Zoom Meeting Link: Zoom Meeting ID: 555 5555; passcode: innovation **If you do not have Zoom downloaded to your device, you will be prompted to download Zoom to join our meeting. Simply click the meeting link above or go to join.zoom.us and entering in the above meeting ID. We value your thoughts and input, and look forward to meeting. If you have any questions, please contact Jesse. Sam #8 Type of Meeting Invitation for March 29th at 10:30 AM CST/11:30 AM EST: Brainstorming Meeting Text of Message: Please attend this meeting for a brainstorming session on how to achieve our sales targets. This meeting is a time for each and every one of us to be actively involved in generating ideas that will help progress us forward. Plan on finding a quiet place away from distractions, putting ideas that will help progress us forward. Plan on finding a quiet place away from distractions, putting ideas that will help progress us forward. Plan on finding a quiet place away from distractions, putting ideas that will help progress us forward. AM - 11:30 AM CST/11:30 AM - 12:30 PM EST Zoom Meeting Link: Zoom Meeting ID: 555 5555; passcode: innovation **If you do not have Zoom download Zoom when you attempt to join this meeting. You do not have to download Zoom to join our meeting. Simply click the meeting link above or go to join.zoom.us and entering in the above meeting ID. Your Pre-Meeting Action Items by 10:00 AM CST/11:00 AM EST on Friday, March 26: Review the agenda. Contemplate ideas for the brainstorming session. If you have any questions, please contact Pam. Peter [attached agenda] Author Biography Keith Miller has over 25 years of experience as a CEO and serial entrepreneur. As an entrepreneur. As an entrepreneur. As a writer, Keith's work has been mentioned in CIO Magazine, Workable, BizTech, and The Charlotte Observer. If you have any questions about the content of this blog post, then please send our content editing team a message here. --- Download Article Tips to write an effective meeting invitation, like how to write a strong subject line, what you should say in the body of your email, and how you can use a calendar app to make things easier. Write a short subject line that includes the date and topic of the meeting. Share the purpose of the meeting in the body of your email, as well as the location and whether attendance is mandatory. Use an email program with a calendar to make it easy for people to RSVP. 1 Write a short, relevant subject line

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 in the subject line. If you need to know who is going to come to the meeting, ask for confirmation in the subject line. If you need to know who is going to come to the meeting, ask for confirmation in the subject line. "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 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." [4] If the meeting isn't required, you could write; "Suggested meeting 10/6." [4] If the meeting isn't required, you could write; "Suggested meeting 10/6." [4] If the meeting isn't required, you could write; "Suggested meeting 10/6." [4] If the meeting isn't required, you could write; "Suggested meeting 10/6." [4] If the meeting isn't required, you could write; "Suggested meeting isn't required, you could write; "Suggested meeting 10/6." [4] If the meeting isn't required, you could write; "Suggested meeting isn't required, you could write; "Suggested meeting 10/6." [4] If the meeting isn't required, you could write; "Suggested meeting 10/6." [4] If the meeting isn't required, you could write; "Suggested meeting 10/6." [4] If the meeting isn't required, you could write; "Suggested meeting 10/6." [4] If the meeting isn't required, you could write; "Suggested meeting 10/6." [4] If the meeting isn't required, you could write; "Suggested meeting isn't required, you could write; "Suggested meeting 10/6." [4] If the meeting isn't required, you could write; "Suggested meeting 10/6." [4] If the meeting isn't required, you could write; "Suggested meeting isn't required, you could write; "Sugge 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. For instance, "As a reminder, please bring anything with them to the meeting." 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" 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 Duilding, 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 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 is the date of the meeting is the date of the meeting is the date of the meeting. Make sure the date of the meeting is the date of the meeting is the date of the meeting. 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 How early should I send the invite for a quarterly meeting? Pete Canalichio 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 Advert 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. 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