**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11594&utm_source=integrated-content&utm_campaign=/content/team-meeting-templates&utm_medium=Team+Meeting+Invite+doc+11594&lpa=Team+Meeting+Invite+doc+11594)TEAM MEETING INVITE TEMPLATE**

**Subject Line:** Upcoming [Team Name] Meeting on [date]

Hi [Team Name],

I am writing to invite you to our next meeting on [date] at [time]. This meeting will occur at [location] for approximately [number] hours. We will discuss [meeting topic, action item(s), and outcome(s)]. The agenda for the meeting is attached. See you then.

Thanks,

[Signature]

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