**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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