



## INVITATION TO TEAM MEETING

Date:

Dear

A team meeting has been scheduled to plan services for \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ AM/PM. We will be discussing the development of or possible changes in services for \_\_\_\_\_. The meeting will be held at \_\_\_\_\_.

The following team members have been invited:

You are welcome to bring with you those people who may be important in helping you plan these services. If this time is not convenient, please contact me by \_\_\_\_\_ at \_\_\_\_\_ and we can reschedule the meeting.

Sincerely,

Region  
ITP Local Address