Note: This document is “view only”. Please create a copy of this document and save it to your drive.

**Template: Strategy Call Agenda- Systems Vault**

Hi \_\_\_\_\_\_\_\_\_,

Ahead of our <<meeting type>> call today, I wanted to send along my agenda with the discussion points I’d like us to cover. If you’d like to add anything to the agenda, just hit reply and let me know!

1. Discussion Point 1
2. Discussion Point 2
3. Discussion Point 3
4. Discussion Point 4

Looking forward to our call <<today, tomorrow, specific day>>.

All the best,

\_\_\_\_\_\_\_\_\_