

**Larana, Inc.**

123 Anywhere St., Any City,  
ST 12345

Dear  
**Marketing Strategy Staff,**

We are scheduled to meet in the boardroom at 10 AM on Monday to discuss the progress of the company's marketing strategy. I would like to remind everyone that we will be providing a status update on our efforts, and also taking questions from the floor.

In addition, I would like to ask that everyone come prepared with their own updates and questions. This will ensure that we are all on the same page, and can provide the most productive discussion possible.

Thank you, and I look forward to seeing you all on Monday.

Sincerely,

**Phyllis Schwaiger**  
Head of Marketing Strategy  
Larana, Inc.



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