A close up of a logo

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**Meeting Invitation Email Template**

*The following email template is provided as an example for inviting core team members to a meeting. This template is only meant to be a sample and can be adapted for your specific needs. The most important information to include is date, time, location, and RSVP deadline. Your core team members may also appreciate a summary of the planned agenda.*

**TO / BCC:** [email addresses of your Core Team]

**FROM:** [your email address]

**SUBJECT:** Please RSVP: Core Team Meeting [Day of Week], [Date] @ [Time]

Dear Core Team,

Please join us for our next meeting in support of the *Year of Service* on [Day of Week], [Date] at [Time]. We will meet at/in [Location] and conclude our gathering by [Time].

During this meeting we will [summary of agenda].

Please RSVP to [Name] at [Email] no later than [Date].

Thank you for your continued service to our parish and to mothers in need. Please let me know if you have any questions. I hope to see you at the next meeting!

Sincerely in Christ,

[Name]

[Phone]

[Email]

*Completed Example Email*

**SUBJECT:** Please RSVP: Core Team Meeting Monday, April 6 @ 7:00 pm

Dear Core Team,

Please join us for our next meeting in support of the *Year of Service* on Monday, April 6 at 7:00 p.m. We will meet at the parish in the Guadalupe Room and conclude our gathering by 8:30 p.m.

During this meeting we will review the parish inventory process and discuss ideas for assigning specific tasks to individual core team members.

Please RSVP to Joe Catholic at jcatholic@parish.com no later than April 3.

Thank you for your continued service to our parish and to mothers in need. Please let me know if you have any questions. I hope to see you at the next meeting!

Sincerely in Christ,

Joe Catholic

(555) 555-5555

jcatholic@parish.com