To

Team member of the One Health project

Dear members,

Good day. I am writing this email to inform you that we have acquired funding for our project ‘One Health’ which had been pending for several months. We have decided to start working on this project with effect from 31st September 20XX. As you all have volunteered to be a part of this project, we have arranged a meeting on 27th September for all the members to give an outline of this project. The members will be joining at our head office located in Central London, 92810 at 11 am sharp pm 27th September.

All members are requested to ensure their participation as this will be a chance for them to understand the project in detail before it commences.

The outline of the project will be discussed in the meeting followed by roles given to each member. You will be provided with minutes of the meeting afterward for any follow-up that is required. The expected date to finish this project will be by the end of October 20XX.

Please print out the invitation card that is attached to this email and bring it to the venue on the meeting day. We expect you all to participate in this event. If due to some reason you won’t be able to attend the meeting, please let us know. We can also make arrangements for an online meeting if the time and venue are not suitable for the participants. Please let us know your availability by tomorrow.

Thank you for your time. Looking forward to seeing you all soon.

Regards,

Senior project management.  
Alexander Shawn.