



To: The Cathaoirleach and Each Member of the CommitteeName

Date: deadline(pubagenda)

Re: Notice of CommitteeName Meeting

Dear Cathaoirleach & Members,

Notice is hereby given that a Meeting of the **CommitteeName** will be held in the **MeetingLocation** on **MeetingDateLegal at MeetingTime** to discuss the agenda set out below.

You are hereby requested to attend.

Yours sincerely,

MeetingComment

PAIDIR

AGENDA