



SYMMONY COMPANY
 1234 Main Street
 Anytown, CA 90210

TO: Mr. John Doe
 5678 Elm Street
 Springfield, IL 62760

FROM: Mr. Jane Smith
 9010 Oak Street
 Chicago, IL 60601

RE: Business Meeting
 Date: 10/26/2023
 Time: 10:00 AM

DATE: 10/26/2023
 TIME: 10:00 AM
 LOCATION: Conference Room A

AGENDA:
 1. Review Q3 Report
 2. Discuss New Product Line
 3. Q&A

ATTENDEES:
 Mr. John Doe
 Mr. Jane Smith
 Mr. Alex Brown

NOTE: Please bring your laptop and any relevant documents to the meeting.

