Subject:

You’re invited: Retirement planning meeting

Body:

**Small steps can take you far on your journey to retirement**

Please join me for a **retirement planning meeting** to learn how you can maximize your retirement plan benefit and prepare for your future.

**[Month XX, 20XX]
[X:XX a.m./p.m.]
[Location information]**

I look forward to seeing you!

[Name]
[Title]
[Company name]