DATE: [Insert Date]

TO: [Recipient Name]

FROM: [Sender Name/Department]

SUBJECT: NOTICE OF MANDATORY MEETING / CONTACT REQUIREMENT

Dear [Recipient Name],

This letter serves as official notification that your attendance is required at a mandatory meeting regarding [Insert Subject/Reason].

Meeting Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Room Number, Address, or Digital Link]

If you are unable to attend at the scheduled time, you are required to contact [Name] at [Phone Number/Email] no later than [Insert Deadline Date/Time] to provide a justification and reschedule.

Please bring the following materials with you: [Insert Items or "None"].

Failure to attend this meeting or contact the undersigned as requested may result in [Insert Consequence, e.g., disciplinary action, loss of benefits, or project delays].

Thank you for your prompt cooperation.

Sincerely,

[Signature]
[Printed Name]
[Title]