Vorlage Einladung zu einer Telefonkonferenz – Englisch -

**Template invitation to conference call**

Dear Mr/Ms ......,

Mr/Ms/...... would like to invite you to take part in a conference call. The subject of the conference is "..........".

The conference call begins on ........ at ........ The conference is scheduled to last ........ hour(s).

Please dial into the conference call on the specified date and time using the following telephone number:

[Telephone number]

The conference access code is:

[Conference code and/or conference PIN]

Optional: In preparation for the conference call, please familiarise yourself with the content of the document attached to this email.

If you are unable to attend the conference, please let me know as soon as possible.

Kind regards,

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