**Introduction & Agenda Email**

Subject Line: Agenda for Our Upcoming Implementation Meeting!

Dear [Recipient's Name],

I hope this message finds you well. I am looking forward to our upcoming implementation meeting and wanted to share the agenda to ensure we make the most of our time together.

Agenda:

* Introduction and Welcome
* Review of ScriptSourcing
* Discussion of Enhanced Engagement Implementation
* Next Steps and Action Items
* Q&A and Open Discussion

Please let me know if there are any additional items you would like to include in the agenda. I'm excited about the opportunity to collaborate.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]