

# Board Procedural Update

Date: [Insert Date]

To: [Board Members' Names]

From: [Your Name]

Subject: Update on Meeting Schedules

Dear Board Members,

I hope this message finds you well. This is to inform you of the updated schedule for our upcoming board meetings:

- **Meeting Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location/Virtual Link]

Please mark your calendars accordingly. Should you have any conflicts or require further information, feel free to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]