

# Announcement of Annual Review

Dear Board Members,

We are pleased to inform you that the annual review of the Board of Directors will take place on **[Date]**. This review is essential for evaluating our performance, setting future goals, and ensuring that we align with our organizational mission.

The meeting will be held at **[Location or Virtual Platform]** at **[Time]**. Please ensure your availability as we will be discussing key initiatives, progress reports, and strategic planning for the upcoming year.

All members are encouraged to prepare any insights or suggestions they wish to share during the review. We look forward to your valuable contributions and a productive session.

Thank you for your continued dedication and support.

Sincerely,

**[Your Name]**

**[Your Title]**

**[Organization Name]**

**[Contact Information]**