

Board Meeting Participation Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company Name: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming board meeting scheduled for [Date of Meeting] at [Time of Meeting]. The meeting will take place at [Location/Platform for Virtual Meeting].

We appreciate your commitment and look forward to your valuable contributions during the discussion.

Please let us know if you require any further information or assistance prior to the meeting.

Thank you, and we look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]