

# Notification of Board Meeting

Dear [Board Member's Name],

This is to inform you that a board meeting has been scheduled as follows:

**Date:** [Date]

**Time:** [Time]

**Location:** [Location]

The agenda for the meeting will include:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Please confirm your attendance by replying to this email.

Thank you,

[Your Name]

[Your Position]

[Your Contact Information]