

Date: [Insert Date]

[Board Member's Name]

[Board Member's Title]

[Company/Organization Name]

[Company Address]

Dear [Board Member's Name],

I hope this message finds you well. I am writing to formally request your attendance at the upcoming board meeting scheduled for [insert date] at [insert time]. The meeting will be held at [insert location]/via [insert virtual meeting platform].

The agenda will include important discussions regarding [briefly outline key topics], which will benefit from your insights and expertise.

Please confirm your availability at your earliest convenience. Your participation is highly valued.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]