

Notification of Club Board Meeting

Dear [Club Member/Board Member's Name],

We would like to inform you that the next board meeting of the [Club Name] will be held on:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda for the meeting includes:

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

Please confirm your attendance by [RSVP Date].

We look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Club Name]