

# Reminder: Upcoming Club Board Meeting

Dear Board Members,

This is a friendly reminder for our upcoming club board meeting scheduled for **[Date]** at **[Time]**.

Location: **[Venue/Online Link]**

Agenda:

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

Please make sure to review the attached documents prior to the meeting.

We look forward to your participation.

Best regards,

**[Your Name]**

**[Your Position]**

**[Club Name]**