

Board Meeting Agenda Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Association: [Association Name]

Dear [Recipient's Name],

I hope this message finds you well. As we approach our upcoming board meeting scheduled for [Insert Date of Meeting], I would like to kindly request the inclusion of the following items on the agenda:

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

Additionally, if possible, I would appreciate it if any relevant documentation could be circulated ahead of time to allow for adequate preparation.

Thank you for considering my request. I look forward to your confirmation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]