

# Letter of Association Hybrid Meeting Framework

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Hybrid Meeting Framework Implementation

Dear [Recipient's Name],

We are excited to inform you about the upcoming implementation of our hybrid meeting framework designed to enhance our association's collaboration and engagement. This framework will facilitate both in-person and virtual participation, allowing us to include a broader audience in our discussions and decision-making processes.

## Framework Overview

- **Date and Time:** [Insert Date & Time]
- **Location:** [Insert Venue for In-Person Attendance]
- **Virtual Platform:** [Insert Virtual Platform Details]

## Preparation Guidelines

Please ensure that you:

- RSVP by [Insert Deadline].
- Test your connectivity and access to the virtual platform ahead of the meeting.
- Prepare any materials or presentations you wish to share.

We look forward to your active participation in this hybrid format and believe it will lead to productive outcomes for our association.

Best regards,

[Your Name]

[Your Position]

[Association Name]