

RSVP Request for Upcoming Board Meeting

Dear [Board Member's Name],

We hope this message finds you well. We are writing to request your confirmation of attendance for the upcoming board meeting scheduled for [Date] at [Time]. The meeting will take place at [Location] / via [Virtual Platform].

The agenda for the meeting will include:

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

Please confirm your attendance by [RSVP Deadline]. Your input would be greatly valued during our discussions.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]