

# Board Meeting Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Board Meeting

Dear [Recipient's Name],

This letter serves to confirm the upcoming board meeting scheduled for [Insert Date] at [Insert Time]. The meeting will be held at [Insert Location].

Agenda items will include:

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

Please confirm your attendance at your earliest convenience. Should you have any items to add to the agenda, feel free to reach out.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]