

Board Meeting Notification

Dear [Board Member's Name],

We are pleased to inform you that a board meeting has been scheduled as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]

The agenda for the meeting will include:

1. [Agenda Item 1]
2. [Agenda Item 2]
3. [Agenda Item 3]

Please confirm your attendance by [RSVP Date].

We look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Your Organization]