

Participation Request for Board Meeting

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Request to Participate in Upcoming Board Meeting

Dear [Board Member's Name],

I hope this message finds you well. I am writing to formally request your participation in our upcoming board meeting scheduled for [insert date and time]. Your insights and expertise are invaluable to the discussions we intend to have.

We aim to cover several important agenda items including [briefly list agenda items]. Your presence would greatly enhance our deliberations and contribute to our objectives.

Please let me know if you will be able to attend or if you have any conflicts with the proposed timing. Thank you for considering this request, and I look forward to your favorable reply.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]