

Board Meeting RSVP Reminder

Dear [Board Member's Name],

This is a friendly reminder regarding the upcoming board meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Virtual Link].

Please let us know if you will be able to attend by responding to this email by [RSVP Deadline]. Your participation is important for the discussions scheduled on the agenda.

Thank you, and we look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Organization]