

# Reminder: Scheduled Board Meeting

Dear [Board Member's Name],

This is a friendly reminder that our next board meeting is scheduled for:

**Date:** [Date]

**Time:** [Time]

**Location:** [Location]

We look forward to your participation as we discuss important matters concerning our organization. Please confirm your attendance by replying to this email.

Thank you!

Best regards,

[Your Name]

[Your Position]

[Your Organization]