

# Invitation to Charity Trustees Meeting

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Venue/Address]

Dear [Trustee's Name],

We are pleased to invite you to the upcoming meeting of the Board of Trustees for [Charity Name]. Your insights and contributions are vital to our mission and the effective governance of our charity.

Agenda:

- Welcome and Introductions
- Approval of Previous Minutes
- Financial Report
- Program Updates
- Future Strategy Discussion
- Any Other Business

Kindly confirm your attendance by [RSVP Date]. Should you have any topics you would like to add to the agenda, please feel free to reach out.

Thank you for your commitment and support. We look forward to seeing you.

Warm regards,

[Your Name]

[Your Position]

[Charity Name]

[Contact Information]