

# Reminder for Charity Trustees Meeting

Date: [Insert Date]

Dear [Trustee's Name],

This is a friendly reminder about the upcoming Charity Trustees meeting scheduled for [insert date and time]. The meeting will take place at [insert location].

Your participation is crucial as we will be discussing important matters regarding our charity's progress and future initiatives.

Please confirm your attendance by [insert confirmation deadline]. If you are unable to attend, kindly let us know in advance.

Thank you for your commitment to our cause. We look forward to seeing you.

Best regards,

[Your Name]

[Your Position]

[Charity Name]

[Contact Information]