

Date: [Insert Date]

To: [Board Members' Names]

From: [Your Name]

Subject: Confidential Notification of Upcoming Board Session

Dear Board Members,

This is to inform you that a confidential board session has been scheduled as follows:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please note that the session will address sensitive matters and requires the utmost confidentiality. Your participation is crucial, and we request that you do not disclose any details of the session to anyone outside of the board.

Thank you for your attention to this important matter. Should you have any questions, feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]