

Notice of Urgent Executive Session

Date: [Insert Date]

To: [Board Member Names]

From: [Your Name]

Subject: Urgent Executive Session Notice

Dear Board Members,

This is to inform you that an urgent executive session of the board has been scheduled for [Insert Date] at [Insert Time]. The session will take place at [Insert Location/Virtual Platform].

The primary agenda items for this session include:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Due to the sensitive nature of the topics to be discussed, this session will be conducted in private. Your presence is essential and expected.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]