

Annual Meeting Call for Board Directors

Date: [Insert Date]

To: [Board Directors' Names]

From: [Your Name]

Subject: Call for Annual Meeting of Board Directors

Dear Board Directors,

I am writing to formally call for our Annual Meeting of the Board of Directors of [Organization Name]. This meeting will take place on [Insert Date] at [Insert Time]. The meeting will be held at [Insert Location/Virtual Link].

The agenda for the meeting will include:

- Approval of the previous meeting minutes
- Financial report and budget approval
- Updates from committees
- Strategic planning for the upcoming year
- Other business as deemed necessary

Please RSVP by [Insert RSVP Date] so we may finalize the arrangements. Should you have any topics or suggestions you wish to add to the agenda, please feel free to reach out to me directly.

Thank you for your commitment to [Organization Name]. I look forward to our discussions.

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]