

Reminder: Upcoming Board Director Meeting

Dear [Board Director's Name],

This is a friendly reminder about the upcoming Board Director meeting for the [Trade Association Name] scheduled for [Date] at [Time]. The meeting will be held at [Location/Virtual Platform].

Please find the agenda attached for your reference. Your participation is crucial as we will discuss important matters that affect our association.

If you have any questions or require further information, feel free to contact me.

Thank you for your attention, and I look forward to seeing you soon.

Best regards,

[Your Name]

[Your Position]

[Trade Association Name]

[Contact Information]