

Letter of Invitation

Date: [Insert Date]

To: [Board Member's Name]

[Board Member's Address]

Dear [Board Member's Name],

We are pleased to invite you to participate in our upcoming Skills Enhancement Program specifically designed for board leadership. This program aims to equip board members with essential skills and knowledge to effectively lead and govern our organization.

Program Details:

- **Date:** [Insert Program Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Insert Location]
- **Facilitators:** [Insert Facilitator Names]

This interactive program will cover topics such as:

- Strategic Planning
- Financial Oversight
- Risk Management
- Effective Communication

Your participation is crucial for the growth and improvement of our board. Please RSVP by [RSVP Date] to confirm your attendance.

We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]